12107 Majestic Blvd

Hudson, FL 34667

Phone: (727) 233-8291

REQUEST FOR PROPOSAL

Health Benefits

RFP # 001-2026- Health Benefits

Date Available: November 12, 2025

Closing Date and Time: November 21, 2025, at 4:00 PM

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Section V — Instructions for the Support Services RFP

THE EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC.

12107 MAJESTIC BLVD
HUDSON, FL 34667

Bid Due:	**Not later than 4:00 PM, November 21, 2025** **Late Bids will not be accepted or considered**
Submit Bids to:	The Early Learning Coalition of Pasco and Hernando Counties, Inc. Attn: Robyn Atkinson 12107 Majestic Blvd Hudson, FL 34667
Direct Questions to:	Robyn Atkinson Integrity and Accountability Supervisor Email: r.atkinson@elcph.org
Responses:	4 Hard Copies of proposal

SECTION I — INTRODUCTION

Introduction

The Early Learning Coalition of Pasco and Hernando Counties, Inc. (hereinafter referred to as "Coalition") is a 501(c)(3) not-for-profit corporation that provides quality early education and care services for children and families in Pasco and Hernando counties. The Coalition invites companies to submit proposals for Health Benefits outlined in the Scope of Services to the Early Learning Coalition of Pasco and Hernando offices located in Pasco County. In order to be considered, written proposals using the format described herein must be received by 4:00 P.M. Eastern Standard Time on November 21, 2025, at The Early Learning Coalition of Pasco and Hernando Counties, Inc.'s office at 12107 Majestic Blvd, Hudson, FL 34667.

Organizational Information,

See our website www.elcph.org to read about our agency.

Statement of Purpose

The objective of this Request for Proposals (RFP) is to obtain competitive proposals from qualified insurance brokers or carriers to provide comprehensive and cost-effective employee health benefit plans. The Coalition seeks to ensure high-quality, affordable health insurance coverage for eligible employees and dependents beginning April 1, 2026.

Coalition Organizational Structure

Coalition staff will analyze and prepare a summary of RFP responses for the Board of Director's approval. In performing its duties, the awarded Benefits provider will have substantial interaction with Coalition staff. Presentation of the items above will be made to the Board of Directors at a regularly scheduled Coalition meeting.

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 Coalition Board Member, the Executive Director, or any employee of the 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 a Coalition employee. All respondents must disclose the name of any Coalition employee who owns, directly or indirectly, any interest in the respondents' 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 Coalition.

Public Information

All submitted proposals and included or attached information shall become public record upon their delivery to the Coalition in accordance with Chapter 119, Florida Statutes. The contact person with respect to any or all aspects of this RFP is Robyn Atkinson, Integrity and Accountability Supervisor, and she can be reached via e-mail at r.atkinson@elcph.org.

Right to Reject Proposals and Waive Non-Material Irregularities

The 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 clarification of other or additional information to evaluate any or all proposals. Respondents may be required to submit evidence of qualifications or any other information as the Coalition may deem necessary.

SECTION II — SCOPE OF SERVICES

Statement of Work

The Early Learning Coalition of Pasco and Hernando Counties is soliciting proposals from qualified insurance brokers or carriers to provide comprehensive, competitive, and cost-effective Health Benefits for eligible Coalition employees and their dependents. The Coalition seeks to ensure that benefits offerings support the health and well-being of staff while maintaining fiscal responsibility and compliance with all applicable federal and state laws and regulations.

Proposals must include the following:

The selected vendor shall provide and administer a comprehensive health benefits program to include, but not be limited to, the following components:

- Medical, dental, vision, and prescription drug coverage
- Employer and employee contribution structures
- Wellness programs or health incentives
- COBRA administration
- Coordination of annual open enrollment activities
- Employee education and benefit communication materials
- Compliance with ACA, HIPAA, COBRA, and other applicable regulations
- Customer service and claims support
- Periodic performance, claims utilization, and cost analysis reports
- Renewal and re-marketing services prior to each plan year

The selected vendor will be responsible for providing, administering, and supporting all aspects of the Coalition's health benefits program, including plan design, implementation, employee enrollment, and ongoing support.

• An overview of the company/vendor, including expertise of personnel

• A detailed description of the services your company provides. Description must clearly define how you would meet ELCPH's needs.

Time Requirements:

The following is the expected timeline for the proposed services:

Milestone	Date
RFP Release Date	November 12, 2025
Proposal Due Date	November 21, 2025, at 4:00 PM (CST)

Milestone	Date
Contract Award Notification	December 5, 2025
Plan Implementation / Open Enrollment	February–April 2026
Coverage Effective Date	April 1, 2026

All proposals in response to the RFP are due no later than 4:00 pm EST November 21, 2025.Evaluations of proposals will be conducted by December 3, 2025. The selection decision for the winning bidder will be made no later than December 5, 2025, with a meeting scheduled with the selected bidder via phone or zoom by December 8, 2025. Upon notification, the contract negotiation with the winning bidder will begin immediately. Services are expected to begin April 2026.

Notifications of bidders who were not selected will be completed by December 5, 2025.

Invoicing for Work

All proposals must include proposed cost to complete the tasks described in the project scope. Cost should be stated as one-time or nonrecurring cost (NRC) or monthly recurring cost (MRC). All costs and fees must be clearly described in each invoice.

Primary Point of Contact

The respondent shall identify a specific individual as a primary point of contact. This individual will be responsible for the respondent'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

Support Personnel

Support personnel shall be made available by the Coalition to provide assistance to the respondent so that they may effectively perform the day-to-day requirements of their position(s).

SECTION III — SELECTION METHOD AND INSTRUCTIONS

Selection Criteria

In order to be considered for evaluation, please provide the qualifications of your business as they relate to this service. This information must specifically include:

- Company name, address and a brief summary of the business
- Length of time in business
- Length of time in business providing Benefit Services
- Staff credentials
- Minority Business Enterprise Certification (if applicable)
- Membership National Association of Professional Employer Organization (NAPEO)
- Membership Employer Services Assurance Corporation (ESAC)
- Any additional industry recognized awards/certifications
- Proof of Workers' Compensation coverage including employer's liability with a limit of $500,000 for each accident, each employee
- Proof of Commercial General Liability insurance with a limit of not less than $500,000 each occurrence, $1,000,000 aggregate
- Three (3) references for whom you have provided similar services over the past five (5) years; include company name and contact information.
- Description of information assurance and information security management experience, practices and certification levels; including current business continuity solutions offered.
- Drug-free workplace
- Confidentiality agreement in place with all employees.

Evaluation Process

Coalition staff will evaluate the proposals and prepare recommendations for the Coalition Board of Directors. All proposals received will be reviewed in accordance with the criteria listed in this RFP, the 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 Coalition may also ask additional questions to clarify the submitted proposal(s).

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

The Coalition reserves the right to reject any and all proposals submitted. The Coalition further reserves the right 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.

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.

Evaluation Criteria

Each proposal will be evaluated based on the following criteria, which are listed in their order of importance:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.
- Technical innovations and administrative capability: Bidders must provide descriptions and documentation of Staff expertise and experience.

Each bidder must submit four (4) copies of their proposal to the address below by November 21, 2025, at 4:00 PM EST.

The Early Learning Coalition of Pasco and Hernando Counties, Inc.

RFP: 001-2026-Health Benefits

Attn: Robyn Atkinson, Integrity and Accountability Supervisor

12107 Majestic Blvd, Hudson, FL 34667

Bidding Instructions

Each respondent shall submit only one (1) proposal. A proposal shall consist of one (1) manually signed original and three (3) photocopies of the completed proposal. They shall be submitted in a sealed envelope or package bearing the title, "THE EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC.- HEALTH BENEFIT SERVICES", 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 4:00 P.M. EST on November 21, 2025, to Robyn Atkinson, Integrity and Accountability Supervisor, at The Early Learning Coalition of Pasco and Hernando Counties, Inc., 12107 Majestic Blvd, Hudson, FL 34667. The respondent is responsible for ensuring that the proposal arrives on time at the correct address. Late proposals will be returned unopened.

Copies of the RFP may be requested via email to r.atkinson@elcph.org

Inquires — All inquiries related to this RFP are to be directed, via email, to Robyn Atkinson, Integrity and Accountabilty Supervisor, r.atkinson@elcph.org. Inquiries by phone will not be accepted. Information obtained from any other source is not official and should not be relied on.

Application Timetable

Dates Advertised/Available: November 12, 2025, to November 21, 2025

Deadline for Receipt of Written Questions: November 17, 2025

Deadline for Answers to Respondent Questions: November 19, 2025

Deadline for Receipt of Proposals (No Exceptions): November 21, 2025, 4:00 PM, EST

Presentations (if needed): December 3, 2025

Notification of intent to Award Contract: December 5, 2025

Length of Contract Period

Contract Period/Renewal period: The term of the agreement shall be for a period of up to three (3) years from the date of the award. Following the third year of the agreement, at the sole discretion of the Coalition, two (2) additional one-year periods may be awarded if the IT services and costs are satisfactory. Satisfactory performance shall be determined within the sole discretion of the Coalition. A final not-to-exceed amount will be determined each year for the Benefit services. If needed, the final contract may be extended for a period of 90 days beyond the expiration date. The selected respondent will be notified when the recommendation has been acted upon by the Coalition Board of Directors.

Cancellation of Contract/Termination — In the event any of the provisions of this proposal are violated by the respondent, the Executive Director or a designee will give written notice to the Health Benefit services stating the deficiencies. The Health Benefit services will have ten (10) days to correct the deficiencies. If the Health Benefit services does not make the corrections within ten (10) days, then recommendations will be made to the Coalition Board of Directors for immediate cancellation of the contract. If the contract is cancelled, the Coalition may pursue any and all legal remedies as provided herein and by law.

The Coalition reserves the right to terminate any contract 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 Coalition will be relieved of all obligations under the contract.

The Health Benefit services will have the option to terminate the contract without cause, upon written notice to the Coalition's Executive Director. The written notice must be received at least 90 days prior to the effective date of the termination. Cancellation of the contract by the Health Benefit services may result in removal of the business from consideration for future opportunities to contract with the Coalition for a period of three (3) years.

Default — In the event that the awarded respondent should breach this contract, the Coalition reserves the right to seek remedies in law and or inequity. Default would result in removal of the business from consideration for additional opportunities for a period of three (3) years.

Award of Contract

All respondents to this RFP will receive written notification of the status of their proposal.

SECTION IV — TERMS, CONDITIONS AND OTHER REQUIREMENTS

Federal and State Tax

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

Legal Requirements

It shall be the responsibility of the provider 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.

The Coalition shall require the Contractor and its employees, agents, representatives and subcontractors to provide fingerprints and be subject to such background checks as directed by the Coalition. The cost of the background check(s) shall be borne by the Coalition. The Coalition may require the Contractor to exclude the Contractor's employees, agents, representatives or subcontractors based on the background check results. Specific instructions are provided by the Coalition in the scope of work based on the requirements of Sections 435.03 and 435.04, F. S.

Respondents doing business with the 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 Safety 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 (ED 12549 and E0 12689)
- Remedies Clause (45 CFR 92.36 (i)(2))
- Energy Policy and Conservation Act (Pub. L. 94-163 & 45 CFR part 92.36 (i)(13))
- Background Screening Requirements (Sections 435.03 and 435.04, F.S.)

Agreement

A Health Benefits services 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 Coalition.

Termination of Funding and Leasing

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

Trade Secrets 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 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 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 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 Coalition and waives any claim against the Coalition arising under Chapter 119, Florida Statutes or in connection with or as a result of any disclosures by the Coalition in connection herewith.

SECTION V — INSTRUCTIONS FOR PROFESSIONAL EMPLOYER ORGANIZATION SERVICES RFP

Instructions:

The Coalition requires the proposal to be completed in full. The sections on 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 an authorized representative. This letter should state that the business can provide the services the 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 18.

General Description of the Scope of Work

In this section there should be a brief statement demonstrating the respondents' 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 II —Scope of Services starting on page 6 of this RFP.

Approach to Health Benefits Services

The respondent should describe the approach that they will use in providing the Health Benefit services.

The respondent should describe the procedures they will use in providing support for ELCPH staff.

The respondent should describe the method it plans to use to ensure adequate understanding and implementation of services.

The respondent should clearly identify its processes for appropriately securing data.

The respondent should clearly describe its procedures in services performed outside of the normal business hours and additional maintenance services.

Business's Profile and Qualifications

The respondent should communicate its experience in performing not-for-profit and governmental types of network administration and support 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 indicate the number of partners, managers, supervisors and staff members that are employed by that office. This section should provide references from other Florida not-for-profit coalitions or from clients whose services are similar to the services sought by this RFP.

This section should describe the types of work offered by the local office. The respondent must indicate any disciplinary action taken against the respondent or any individual associated with the respondent by that State of Florida within the last three (3) years.

The respondent must describe all lawsuits that were filed or are pending against the local office within the last three (3) years.

The respondent must furnish its last peer review report and explain any significant weaknesses that were identified by the report.

Health Benefits Administration and Support Team Members' Profiles and Qualifications

The respondent must identify the Benefit services administration and support team that will be responsible for providing the required services, including the partners, managers, supervisors and staff. Qualifications for each partner, manager, supervisor, senior and staff to be assigned to the administration and support team should be submitted and the resumes should include the following information:

Formal Education

- Continuing professional education relative to services required.
- Experience in Health Benefit services in general.
- Membership to various national and state boards, committees, or associations
- Professional recognition such as licenses, awards, etc.
- The respondent must identify who would serve as the primary point of contact on the engagement.

Cost of Services

The respondent shall prepare a schedule explaining what the bidder included in their proposals. This may describe specific items to include or exclude depending on the project or task. Using these estimates, the respondent shall provide a not-to-exceed

amount for the proposed services. Any extraordinary charges shall be considered as costs associated with annual examinations for the purpose of proposal evaluations.

Prior Not-for-Profit and Governmental Experience

List all recent not-for-profit and governmental service engagements, written references if any, and contact information, should we decide to obtain references.

Certification Affidavit

The Certification Affidavit attests that the organization has made all 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 Pasco and Hernando Counties, Inc.

Attn: Robyn Atkinson, Integrity and Accountabilty Supervisor

12107 Majestic Blvd

Hudson, FL 34667

Dear Ms. Atkinson,

We have read The Early Learning Coalition of Pasco and Hernando Counties, Inc.'s 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 Coalition staff members and members of the Coalition's Executive Committee. We also understand that final approval for a contract award will come from the Coalition Board.

We have attached the following for your review:

- Health Benefit Services Proposal
- A 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 the Coalition as defined in the Public Records Act, Chapter 119, Florida Statutes.

Submitted by:	Name of Business:
Authorized Signature: Title:	Date:
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 the Coalition's adopted prohibition on lobbying:

No funds granted by the Coalition 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 Coalition Board Member, the Coalition's Executive Director, or any Coalition 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 the Coalition's adopted conflict of interest regulations:

All respondents must disclose the name of any officer, director, or agent who is also a Coalition employee. All respondents must disclose the name of any Coalition employee who owns, directly or indirectly, any interest in the respondents' business or any of its branches. All respondents must disclose any business relationships with any officer, director, subcontractor or employee of the Coalition. The disclosures described above must be submitted as a cover letter, included with the RFP, addressed to the Integrity and Accountability Supervisor, 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 the Coalition 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(l)(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(l)(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 287.122, 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 287.133 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.

(name of individual signing)

signature in the space.

Provided above on the day of _____ ,20___

_____ NOTARY PUBLIC

My Commission Expires