REQUEST FOR PROPOSALS

FOR

EARLY CHILDHOOD BOOKS

SECTION 1
INTRODUCTION

1.1 STATEMENT OF NEED

The Early Learning Coalition of Manatee County, Inc. (Coalition) was established legislatively in 1999 and is incorporated as a not-for-profit 501(C)(3) organization. The Coalition is governed by the Florida Legislature Chapter 411.01 of Florida Statutes, to provide early learning programs to children and families in Manatee County, which include the School Readiness Program and Voluntary Pre-kindergarten Program. Through these programs, the Coalitions' primary goal is to provide quality early care and voluntary pre-kindergarten (VPK) education services that prepare children to be "ready to learn" upon entry into kindergarten.

The Coalition provides direct services in Manatee County to eligible families with young children and early learning childcare providers. These services include but are not limited to, client eligibility determination and re-determination, client waitlist management, early learning childcare provider certification and payments, resource and referral, administrative and programmatic monitoring of early learning childcare providers to ensure statutory compliance, generation of match dollars, records management, and other services as identified.

The Coalition is seeking one or more vendors to provide early childhood, developmentally appropriate books for children ages birth to five years old. Preference will be given to the highest-ranked vendors located within a 50-mile radius of the Coalition's address stated on page four. The contract will commence on January 1, 2027, and end on December 31, 2029. Subject to funding availability, satisfactory performance, and approval by the Coalition, the contract may be renewed for a period that does not exceed three years or the term of the original contract, whichever is longer.

1.2 ELIGIBLE PROPOSERS

All public or private corporations properly organized in accordance with State and Federal law, authorized to do business in the State of Florida may submit a Proposal to offer the services as defined within this request.

No Proposer will be considered if:

1) The Proposer has been placed on the discriminatory vendor list pursuant to Section 287.134, F.S.;
2) The Proposer has been debarred or suspended or otherwise determined to be ineligible to receive federal and/or state funds by an action of any governmental agency;
3) The Proposer's previous contract(s) with the Coalition or any other State of Florida or state-affiliated agency has been terminated for cause;
4) The Proposer's name appears on the convicted vendor list; or
5) For any cause the Proposer is determined non-responsive or non-responsible.

1.3 FURTHER CONDITIONS

The Coalition has the responsibility to ensure contracted costs meet the State and Federal definitions and standards for necessary, reasonable, and allowable. This request does not commit or obligate the Coalition to award a contract, to commit any funds identified in this request document, to pay any costs incurred in the preparation of a Proposal to this request, or to pay for

any costs incurred in advance of the execution of a contract.

The Coalition furthermore reserves the right to:

1) Award contracts to one or more proposers, in whole or in part, when the Coalition determines that multiple awards are in its best interest.
2) Reject any and/or all Proposals in whole or in part as the Coalition deems is in its best interest;
3) Change or waive any provisions set forth in this request;
4) Return non-responsive Proposals without review;
5) Waive informalities and minor irregularities in Proposals received, as the Coalition deems appropriate;
6) Request additional data, technical, or price revisions in support of the written Proposal; and
7) Verify any information, as it is presented within the Proposal;

If funds to finance this project become unavailable, the Coalition may terminate the contract by providing the vendor with no less than twenty-four (24) hours' written notice. Notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The Coalition shall be the final authority regarding the availability and adequacy of funds. Upon termination, the vendor will be compensated only for goods delivered and services satisfactorily completed before the effective date of termination.

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SECTION 2

Early Childhood Books Proposal Process

2.1 SCHEDULE OF EVENTS AND TIMELINE

		Date
1	Solicitation for consultation proposals publicly noticed and RFP posted to elc- manatee.org	By 10/28/26
2	Notification of intent to bid due by email to kgaylord@elc-manatee.org	10/30/26
3	Inquiry period via email to kgaylord@elc-manatee.org. Inquiries answered via email reply to all responding with intent to bid.	11/2/26-11/6/26
4	Proposal package due to address in section 2.2 below by Noon	11/13/26
5	Review of proposal packages by the Procurement Committee	11/16/26-11/25/26
6	Executive Board of the Coalition reviews and approves recommendations of the Procurement Committee.	12/2/26
7	Coalition Board of Directors ratifies decision of Executive Board	12/16/26
8	Posting of the selected vendor(s)	12/17/26
9	Protest period	12/18/26-12/23/26
10	Contract negotiations take place	12/28/26-12/31/26
11	Contract to begin	1/1/27

2.2 CONTACT PERSON (Point of Contact)

Kerry Gaylord
Early Learning Coalition of Manatee County
600 8th Avenue West, Suite 100
Palmetto, FL. 34221
kgaylord@elc-manatee.org

2.3 LIMITATIONS ON CONTACTING PERSONNEL

Proposers are prohibited from contacting Coalition personnel or Board members regarding this solicitation other than the point of contact identified in Section 2.2 of this document. Any violation may result in the disqualification of the Proposer.

2.4 INTENT TO BID AND INQUIRIES

Vendors interested in submitting a proposal are encouraged to notify the Early Learning Coalition by email at kgaylord@elc-manatee.org no later than 12:00 p.m. on October 30, 2026. Submission of a Notice of Intent to Bid is not required to submit a proposal.

All inquiries from prospective Proposers requesting clarification concerning this request must be submitted via email to kgaylord@elc-manatee.org and will be accepted until 12:00 PM EST on November 6, 2026. Telephone or verbal inquiries will not be accepted. Inquiries will be answered within two business days via an email reply to all those responding with an intent to submit a proposal.

2.5 ACCEPTANCE OF PROPOSALS

A complete Proposal must be received by the Coalition office no later than **12:00PM on November 13, 2026,** to the following address:

Kerry Gaylord, Chief Operations Officer
Early Learning Coalition of Manatee County, Inc.
600 8th Ave W, Ste. 100
Palmetto, FL. 34221

Facsimiles or electronic transmissions of the Proposal will not be accepted.

The proposer is solely responsible for ensuring that its proposal is received at the address specified above by the required date and time and in the format specified in Section 3.5. A proposal received after the deadline, delivered to a different address, or submitted in a manner not permitted by this RFP will be rejected and returned unopened. Each proposal must remain valid for at least 180 days after the submission deadline.

2.6 WITHDRAWAL OF PROPOSAL

A written request for withdrawal, signed by the Proposer, may be considered if received by the Coalition prior to the Proposal opening time and date indicated in the Procurement Schedule in Section 2.1 of this request.

2.7 NOTICE TO SELECTED PROPOSERS

Each responsive proposal will be scored using the criteria in Appendix A. The Coalition will rank proposals based on the total points awarded by the Procurement Committee. The Coalition may request clarification of a proposal, when necessary, but a proposer may not use the clarification process to materially revise its proposal. Selected Proposers will be contacted to schedule facility visits as necessary. The Coalition may award contracts to multiple proposers. An award may be made by category, title, language, age group, service area, or other division the Coalition determines is in its best interest. A proposer should not assume that selection will result in an award for the entire scope or the full purchasing amount.

2.8 PROTEST OR DISPUTES

Any person who is adversely affected by the Coalition decision(s) concerning a procurement solicitation and who wants to protest such decision(s) shall file a protest with the contact person listed in section 2.2. Failure to file a protest within the timeframe listed in Section 2.1 shall constitute a waiver of proceedings.

Any Proposer, who desires to file a formal protest to the decision(s) to the Award Contract, must submit a bond payable to the Coalition in an amount of $1,000. In lieu of a bond, the Coalition may accept a cashier's check or a money order in the amount of the bond. Failure to file the proper bond at the time of filing the formal protest will result in a denial of the protest.

Issues not subject to protest include:

- Fatal Criteria Checklist not met;
- Proposer does not agree with the funding amount;
- Proposer's score was acceptable for funding, but the availability of funds prevents the funding of the proposal; and/or

- The Proposer does not agree that the proposed services failed to satisfy the technical requirements of the competitive procurement process, despite no error(s) of material and relevant fact(s) occurred.

SECTION 3
THE PROPOSAL

3.1 SCOPE AND SPECIFICATIONS

The Early Learning Coalition of Manatee County, Inc. supports high-quality school readiness opportunities for all children. One opportunity is to provide access to high-quality books and to develop classroom and home libraries for the youngest learners in our community.

The Coalition is seeking one or more vendors to supply early childhood books. Multiple vendors may be awarded contracts, with purchases totaling up to $900,000 per vendor during the initial contract term. If the Coalition exercises a renewal option, purchases may total up to an additional $900,000 per vendor during each renewal term. The Coalition does not guarantee any minimum purchase amount or that any vendor will receive the full amount available under the initial or renewal terms. Each proposal must address all the following requirements:

• Books for children birth to five years of age
• Exhibit developmentally appropriate content
• Offer Spanish and Spanish bilingual titles
• Offer a variety of content options and titles
• Describe previous experience with the distribution of a high volume of books
• Describe the shipping/delivery process and cost for up to 200 early learning centers throughout Manatee County

3.2 PROPOSAL NARRATIVE

Describe how the proposer will meet the Coalition's specifications, including the proposer's experience in completing the same or similar projects. Attach and label, as Exhibit 1, a list of the proposer's current and past customers for the most recent 3-year period, including the year of project completion and customer contacts' names and phone numbers.

Attach, labeled as Exhibit 2, a sample of English book titles that highlight content and any unique features.

Attach, labeled as Exhibit 3, a sample of Spanish and Spanish bilingual book titles that highlight content and any unique features.

3.3 PROJECT TIMELINE

Submit an implementation timeline including ordering and shipping beginning January 1, 2027, and completed prior to December 31, 2029.

3.4 PROJECT COSTS

Provide the proposed cost of books per specifications in section 3.1. The proposed cost must include, at a minimum, the unit price or applicable discount structure for books, shipping or

delivery charges, handling or fulfillment fees, and any other costs that may be charged to the Coalition. The proposal must identify any minimum order quantities, volume discounts, price guarantees, or other conditions affecting the final cost. All costs must be clearly stated so that proposals can be evaluated on a consistent basis.

3.5 GENERAL INSTRUCTIONS/REQUIREMENTS

This section sets forth the manner in which the proposal is to be compiled. The Proposal shall be submitted to the contact person noted in section 2.5 above, as follows:

Submit **one (1) original and one (1) digital copy** of the Proposal, using the following outline and format:

Proposer's Name_____

Address_____

Phone Number_____

Fax Number _____

Email Address_____

Website Address _____

1. Proposal Narrative
2. Project Timeline
3. Project Cost
4. Exhibits

Submit one (1) set of Appendices B-J, with original signatures.
All Required Forms and Certifications must be signed by the designated official in **BLUE** ink, as an indicator of "original signature".
Proposers should not submit additional documents, other than those required and described in this RFP.
Proposers should note that partial responses to proposed services will be deemed non-responsive and will disqualify the Proposer from further consideration.

The Coalition is not liable for any costs incurred by a Proposer in responding to this Request for Proposal.

The final contract terms and conditions will be negotiated with Proposers as approved by the Coalition. Contracts may be renewed for a period that may not exceed 3 years or the term of the original contract, whichever is longer.

APPENDICES

Appendix A
Evaluation Criteria

Appendix B
Acceptance of Contract Terms and Conditions – Signature Required

Appendix C
Statement of No Involvement – Signature Required

Appendix D
Statement of Assurances – Signature Required; 2 Witness Signatures Required

Appendix E
Certification Regarding Debarment, Suspension, and Other Responsibility Matters; Primary Covered Transactions – Signature Required

Appendix F
Sworn Statement Pursuant to Section 287.133(3)(A), Florida Statutes on Public Entity Crimes – Signature Required; Notary Required

Appendix G
Statement of Non-Discrimination – Signature Required

Appendix H
Certification Regarding Lobbying – Signature Required

Appendix I
Certification Regarding Drug-Free Workplace - Signature Required

Appendix J
Audit Requirements: Financial and Compliance Audit

Appendix A

PROPOSAL EVALUATION CRITERIA

THE FOLLOWING TO BE COMPLETED BY PROCUREMENT COMMITTEE

Fatal Criteria (Proposals will not be reviewed, if all fatal criteria are not met)	Evaluation
1. Proposal was received by the time and date specified	☐YES ☐ NO
2. Original and one digital copy of the Proposal was submitted	☐YES ☐ NO
3. Original sets of Appendices B-J were submitted	☐YES ☐ NO
DID PROPOSAL MEET ALL FATAL CRITERIA?	☐YES ☐ NO

Review Criteria	Rating
4. The narrative described in detail how the proposed facility would meet all of the specifications and requirements	☐ 3 = Outstanding ☐ 2 = Adequate ☐ 1 = Inadequate
5. Evidence of experience (review narrative, customer lists, and sample of work)	☐ 3 = Outstanding ☐ 2 = Adequate ☐ 1 = Inadequate
6. The timeline was reasonable/workable	☐ 3 = Outstanding ☐ 2 = Adequate ☐ 1 = Inadequate
7. The proposed cost	☐ 3 = Outstanding ☐ 2 = Adequate ☐ 1 = Inadequate
8. Preference points: Vendor is located within a 50-mile radius	☐ 2 = Yes
Total Score	

PROCUREMENT COMMITTEE MEMBER NAME: _____

PROCUREMENT COMMITTEE MEMBER SIGNATURE: _____

Appendix B

ACCEPTANCE OF CONTRACT TERMS AND CONDITIONS

If_____should be awarded a Contract, the company will comply

Company Name

with all the terms and conditions contained in Contract.

_____ _____

Signature of Authorized Official* Date

_____ _____

Name (Print) Title (Print)

*An authorized official is an officer of the Proposer's organization who has legal authority to bind the Proposer to the provisions of the Proposal. This usually is the President, Chairman of the Board, Executive Director, or owner of the entity. A document establishing delegated authority must be included with the Proposal if signed by other than the President, Chairman, Executive Director, or owner.

Appendix C

STATEMENT OF NO INVOLVEMENT

I,_____, as an authorized representative of

_____, certify that no member of this firm, or any person having interest in this firm, has been awarded a Contract by the Early Learning Coalition of Manatee County on a noncompetitive basis to:

1) Develop this Request for Proposal
2) Perform a feasibility study concerning the scope of work contained in this RFP; or
3) Develop a program similar to what is contained in this RFP.

_____ _____

Signature of Authorized Official Date

Appendix D

STATEMENT OF ASSURANCES

The Proposer assures the following itemized requirements and conditions will be met:

1) The Proposer has the ability to provide directly all products/services described in this RFP and resulting Contract.

2) The Proposer will accept accountability for meeting the performance standards established by the Coalition related to the products/services described in this RFP.

3) The Proposer assures that there are no continuing or frequently recurring conflicts between the Proposer's private interests and the performance of the Proposer's duties in the public interest.

_____	_____
Signature of Authorized Official	Date
_____	_____
Witness	Date
_____	_____
Witness	Date

Appendix E

CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY
MATTERS PRIMARY COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160 – 19211).

1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

   a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.

   b. Have not within a three (3) year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or Contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

   c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 1.b. of this certification.

   d. Have not within a three (3) year period preceding Proposal had one or more public transactions (Federal, State, local) terminated for cause or default.

2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Proposal.

_____
Name and Title of Authorized Official (Please Print)

_____ _____
Signature Date

Appendix F

SWORN STATEMENT PURSUANT TO SECTION 287.133(3) (A), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted by _____

   for, whose business address

   is

   _____

   and (if applicable) its Federal Employer Identification Number (FEIN) is _____

   (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn

   statement: _____

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or Contract for goods and services to be provided to any public entity or any agency or political subdivision of any other state or of the United Stated and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

3. I understand the "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 an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(l) (a), Florida Statutes, means:
   a. A predecessor or successor of a person convicted of a public entity crime; or
   b. An entity under the control of any natural person who is active in the management of the entity who has been convicted of a public entity crime. The term "affiliate" included those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value 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 thirty six (36) months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1) (e), 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 and 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.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Indicate which statement applies.]

_____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate or the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____ _____

Signature of Authorized Official Date

Sworn to and subscribed before me this day of_____20___.

Personally known_____ Or produced identification _____

Name of Notary: _____ Notary Public - State of _____

My commission expires: _____

_____

(Printed typed or stamped
Commissioned name of notary
public)

Appendix G

STATEMENT OF NON-DISCRIMINATION

Public Law 105-220, Sec. 188 Nondiscrimination

(a) In General.--

(1) Federal financial assistance.—For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.

(2) Prohibitions of discrimination regarding participation, benefits, and employment.—No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education amendments of 1972), national origin, age, disability, or political affiliation or belief.

(3) Prohibition on assistance for facilities for sectarian instruction or religious worship.—Participants shall not be employed under this title to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).

(4) Prohibition on discrimination on basis of participant status.—No person may discriminate against an individual who is a participant in a program or activity that receives funds under this title, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.

(5) Prohibition on discrimination against certain noncitizens.—Participation in programs and activities or receiving funds under this title shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

The undersigned has read and agreed to the statements described above.

_____

Name and Title of Authorized Official

_____ _____

Signature Date

Appendix H

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

1) 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 an employee of any agency, a member of congress, an officer or employee of congress, or an employee or 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 any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2) 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.

3) The undersigned shall require that the language of this certification be included in the award documents for all* subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all* subrecipients shall certify and disclose accordingly.

This certification is 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.

_____

Name and Title of Authorized Official

_____ _____

Signature Date

*NOTE: - In these instances, "All" in the Final Rule is expected to be clarified to show that it applies to covered Contract/Grant transactions over $100,000 (per OMB).

Appendix I

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR 98, Subpart F. I,_____, the undersigned, in the representation of _____, the Contractor, attest and certify that the Contractor will provide a drug-free workplace by the following actions.

A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

B. Establishing an ongoing drug-free awareness program to inform employees concerning:
   1. The dangers of drug abuse in the workplace.

   2. The policy of maintaining a drug-free workplace.

   3. Any available drug counseling, rehabilitation and employee assistance programs.

   4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

C. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph 1.

D. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the Agreement, the employee will:

   1. Abide by the terms of the statement.

   2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

E. Notifying the agency in writing ten (10) calendar days after receiving notice under subparagraph 4.b. from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every Grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number (s) of each affected Contract/Grant.

F. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4.b., with respect to any employee who is so convicted.

   1. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973 as amended.

   2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation

program approved for such purposes by a Federal, State, or local, health, law enforcement or other appropriate agency.

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

H. Notwithstanding, it is not required to provide the workplace address under the Agreement. As of today, the specific sites are known and we have decided to provide the specific addresses with the understanding that if any of the identified places change during the performance of the Contract, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific Contract including street addresses, city, county, state and zip code:

Check ( ) if there are workplaces on files that are not identified here.
Check ( ) if any additional page was required for the listing of the workplaces.

CERTIFICATION

I declare under penalty of perjury under the laws of the United States and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

Signature of Authorized Official	Date

Appendix J

AUDIT REQUIREMENTS FINANCIAL AND COMPLIANCE AUDIT

This attachment is applicable if the Contractor is any state or local government entity, non-profit organization, or for- profit organization. For State or local government entities, a Single Audit performed by the Auditor General shall satisfy the requirements of this attachment. If the Contractor does not meet any of the requirements below, no audit is required by this attachment.

PART I: FEDERAL AUDIT REQUIREMENTS

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

In the event that the recipient expends $500,000 or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A- 133, as revised. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards.

The determination of amounts of Federal awards expended should be in accordance with guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part. In connection with the audit requirements, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

The reporting package shall include a schedule that discloses the amount of expenditures by Contract number for each Contract with the Coalition in effect during the audit period. Compliance findings related to contracts with the Coalition shall be based on Contract requirements including any rules, regulations, or statutes referenced in the Contract. All questioned costs and amounts due to the Coalition shall be fully disclosed in the report with reference to the Coalition Contract involved. For recipients who are subject to both Part I and Part II below, the audit must also address applicable State audit requirements.

PART II: SUBMISSION OF REPORTS

For any of the above requirements, copies of the audit report and any management letter by the independent auditors shall be submitted within 180 days after the end of the Contractor's fiscal year or within 30 days of the recipient's receipt of the audit report, whichever occurs first, directly to each of the following, unless otherwise required by Florida Statutes. The audit report must be submitted to: Director of Operations, Early Learning Coalition of Manatee County

PART III: RECORD RETENTION

The Contractor shall ensure that audit working papers are made available to the Coalition, or its designee, upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Coalition.

Please check the appropriate box below:

☐ I understand and agree to abide by the requirements, as stated above.

☐ The requirements do not apply to my company.

Signature:

_____