REQUEST FOR PROPOSALS

FOR

Printing and Distribution of the Nextgen Family Resource Magazine and VPK Calendar

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 Prekindergarten Program. Through these programs, the Coalitions' primary goal is to provide quality early care and voluntary pre-kindergarten 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 a qualified vendor to provide creative design, printing, and distribution services for two key projects:

1. **An educational and family magazine** aimed at informing the public about early learning services, as outlined above, as well as promoting Manatee County news and non-profits.
2. **A bilingual VPK calendar** designed to support school readiness at home. The calendar features essential kindergarten-readiness skills for four-year-old children, monthly child development activities, parent resources, and recommended early childhood books.

Preference will be given to the highest-ranked vendors located within a 50-mile radius of the Coalition's address listed on page 4. The resulting contract will begin on July 1, 2025, and conclude on June 30, 2028, with an option to renew for up to an additional three years or the original contract term, 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) Reject any and/or all Proposals in whole or in part as the Coalition deems is in its best interest;
2) Change or waive any provisions set forth in this request;
3) Return non-responsive Proposals without review;
4) Waive informalities and minor irregularities in Proposals received, as the Coalition deems appropriate;
5) Request additional data, technical, or price revisions in support of the written Proposal; and
6) Verify any information, as it is presented within the Proposal;

In the event funds to finance this project become unavailable, the Coalition may terminate the contract upon no less than twenty-four (24) hour notice in writing to the Provider**.** Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The Coalition shall be the final authority as to the availability and adequacy of funds. In the event of termination of this contract, the Provider will be compensated for any work beyond the usual and customary satisfactorily completed prior to notification of termination.

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SECTION 2
MAGAZINE PRODUCTION PROPOSAL PROCESS

2.1 SCHEDULE OF EVENTS AND TIMELINE

	Event	Date
1	Solicitation for proposals publicly noticed and RFP posted to elc- manatee.org.	4/29/25
2	Notification of intent to bid due by email to kgaylord@elc-manatee.org	5/2/25
3	Inquiry period via email to kgaylord@elc-manatee.org. Inquiries answered via email reply to all responding with intent to bid.	5/5/25 - 5/9/25
4	Proposal package due to address in section 2.2 below by 5PM.	5/13/25
5	Public opening and review of proposal packages by Procurement Committee.	5/15/25
7	Executive Board of the Coalition reviews and approves recommendations of the Procurement Committee.	5/28/25
8	Coalition Board of Directors ratifies decision of Executive Board.	6/11/25
9	Posting of the selected vendor.	6/12/25
10	Protest period	6/13/25 - 6/19/25
11	Contract negotiations take place.	6/20/25 - 6/27/25
12	Contract to begin.	7/1/25

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

All vendors interested in submitting a proposal should notify the Early Learning Coalition of their intent by email to kgaylord@elc-manatee.org no later than 12:00PM EST on May 2, 2025. Notice of Intent to Bid is not mandatory.

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 12:00PM EST May 9, 2025. 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 **5:00 PM Monday, May 13, 2025,** 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 assuring that anything sent to the Coalition arrives safely and on time and in the manner specified in Section 3.2 General Instructions. Any Proposal not received at either the specified address and/or by the specified date and time will be rejected and returned unopened to the Proposer. Any Proposal submitted shall remain a valid offer for at least 180 days after the Proposal submission date.

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

Through completion of the Proposal review process, the Procurement Committee will review Proposals that have met the Fatal Criteria (see Appendix A)*, the proposed magazine and calendar response, the completeness of all required forms, and the submission timeliness of the Proposal. Selected Proposers will be contacted to schedule facility visits as necessary.

2.8 PROTEST OR DISPUTES

Any person who is adversely affected by the Coalition decision concerning a procurement solicitation and who wants to protest such decision 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 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 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 SPECIFICATIONS

Magazine Specifications
The Coalition is seeking a qualified vendor to design and produce a quarterly resource magazine, in accordance with the following specifications:

- Produced quarterly with consistent release date;
- Approximately 70% content/30% advertising;
- 60# gloss text inside;
- 80# cover
- Four color process throughout;
- 8.375" x 10.875" finished size;
- Perfect bound;
- Design and layout of the magazine will be completed by successful bidder;
- Content will be provided by ELC in text file;
- Proof shall be provided by successful bidder/turnaround time maximum ten (10) business days from receipt of approved proof;
- Overruns/underruns may not exceed 2% of quantity ordered; and
- Magazine shall be packaged in cartons not to exceed 25 lbs. for delivery to Coalition in Palmetto and up to one hundred (100) additional locations in Manatee County

The Coalition will have full authority in design decisions and the successful proposer will make amendments, as directed by the Coalition and at no additional costs to the Coalition. The proposer should provide a per issue cost information for each of the design, printing and delivery options in the following table.

Printing, Design, and Delivery Prices Magazine

	Design	Printing Price			
	Price/Page	Quantity			Additional
# of pgs		25,000	27,500	30,000	1,000
100					
92					
84					
76					
Delivery	80 locations				
	100 locations				

VPK Calendar Specifications

The Coalition is seeking a qualified vendor to print and distribute an annual VPK Family Activities Calendar, in accordance with the following specifications:

- Produced annually with consistent release date
- 10.875 x 8.375 (horizontal layout)
- 28 pages + cover
- 80# gloss cover (with gloss varnish finish)
- 60# gloss text
- Saddle stitch and one (1) hole drilled for hanging
- Four color process throughout
- Content will be provided by Coalition in text file
- Proof shall be provided by successful bidder/turnaround time maximum ten (10) business days from receipt of approved proof
- Overruns/underruns may not exceed 2% of quantity ordered
- Calendar shall be packaged in cartons not to exceed 25 lbs. for delivery to Coalition in Palmetto and up to 29 additional locations in Florida

The Coalition will have full authority in design decisions and the successful proposer will make amendments, as directed by the Coalition and at no additional costs to the Coalition unless after final proof approval. The proposer should provide cost information for printing and delivery options in the following table.

Printing and Delivery Prices

		Printing Price			
		Quantity			Additional
# of pages		30,000	50,000	70,000	1,000
32					
Delivery +	30 locations				
Shipping					

3.2 PROPOSAL NARRATIVE

Describe how the proposer will meet the Coalition's specifications, including the proposer's experience in completing 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 completions and customer contacts' name and phone numbers.

Attach, labeled as **Exhibit 2**, a sample of a magazine, or similar publication that has been produced by the proposer.

Attach, labeled as **Exhibit 3**, a sample of a calendar, or similar publication that has been produced by the proposer.

Attach, labeled as **Exhibit 4**, a sample of the paper that the proposer would utilize in the production of the monthly magazine and VPK Calendar.

3.3 PROJECT TIMELINE

Provide projected completion dates for each key step in the production process of the quarterly magazine. Additionally, submit a separate timeline outlining the completion dates for each key step involved in the production of the VPK calendar.

3.4 PROJECT COSTS

Provide separately the proposed cost for both the magazine and the VPK calendar projects, as outlined in the cost grid in Section 3.1.

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 hard copy and one (1) electronic copy of the Proposal on a USB drive (or similar device), following the outline and format specified below.

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.

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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 (1) electronic copy of the Proposal were 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 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: _____DATE:_____

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

_____ _____

SignatureDate

*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: _____