

REQUEST FOR APPLICATION
RFA 26-44-PM
GUN VIOLENCE PREVENTION GRANT (GVPG)

Alachua County, Florida
County Administration Building
Gainesville, FL 32601

RELEASE DATE: July 23, 2025

DEADLINE FOR QUESTIONS: August 10, 2025

RESPONSE DEADLINE: August 20, 2025, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/alachuacounty>

Alachua County, Florida
REQUEST FOR APPLICATION
Gun Violence Prevention Grant (GVPG)

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A - 26-44 Gun Violence Budget Template

1. Introduction

1.1. Summary

Gun violence is a critical public health issue in Alachua County, Florida, with disproportionate impacts on young people, communities of color, and historically underserved neighborhoods. The County seeks to adopt a **Public Health Model** to prevent and reduce gun violence by addressing root causes and promoting protective factors at individual, relational, community, and societal levels. The Alachua County Board of County Commissioners (hereinafter referred to as "Board") is seeking applications from the following, 501(c)(3) nonprofit organizations, Faith-based organizations, Schools and educational institutions, Health and behavioral health providers, Local government departments and agencies, and Grassroots organizations that have a physical business location in Alachua County (hereinafter, referred to as "Applicant") for this Request for Application for Gun Violence Prevention Grant Initiative (hereinafter known as "GVPG"). Recipients of grant awards from RFA 25-44-PM are eligible to apply and may be evaluated based on successful completion of their current grant fund.

1.2. Background

Location: Alachua County is located in North Central Florida. The County government seat is situated in Gainesville. Gainesville is located 70 miles southwest of Jacksonville, 129 miles southeast of Tallahassee, 140 miles northeast of Tampa - St. Petersburg and 109 miles northwest of Orlando. Alachua County has a population of over 250,000 and a regional airport. The County itself consists of a total area of 969 square miles.

Form of Government: Alachua County is governed by a Board of five (5) elected County Commissioners and operates under the established County Manager Charter form of government. In addition to the five County Commissioners, there are five elected Constitutional Officers: Supervisor of Elections, Sheriff, Clerk of the Court, Tax Collector, and the Property Appraiser. The Alachua County Attorney also reports to the Board.

1.3. Contact Information

Precious Merriweather

Procurement Agent I

Email: pmerriweather@alachuacounty.us

Phone: [\(352\) 337-6269](tel:(352)337-6269)

Department:

Community Support Services

1.4. Timeline

Solicitation Release Date	July 23, 2025
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Pre-Solicitation Meeting (Non-Mandatory)	<p>August 6, 2025, 10:30am</p> <p>Community Support Services Conference Room A 218 SE 24th ST, Gainesville, FL 32641</p> <p>https://teams.microsoft.com/l/meetup-join/19%3ameeting_Y2Q0ZTJjMmUtZWZjMy00YW MwLWE1NjMtZTkxODVmNjEyNGNI%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22a7415bac-2a66-4acb-a196-d73a8994b0a7%22%7d</p> <p>Meeting ID: 253 575 766 692 5</p> <p>Passcode: yg7Gz6WA</p> <p>Dial in by phone</p> <p>+1 469-998-7938,,928689830# United States, Dallas</p> <p>Find a local number</p> <p>Phone conference ID: 928 689 830#</p>
Question Submission Deadline	<p>August 10, 2025, 12:01am</p>

Solicitation Submission Deadline	<p>August 20, 2025, 2:00pm</p> <p>The scheduled solicitation opening will occur via Teams Meeting; the information to join is provided below. Attendance (live viewing) of the bid opening is not required.</p> <p>Join Microsoft Teams meeting Join on your computer, mobile app or room device:</p> <p>https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYzk5YzMtZDc4ZS00N2IxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d</p> <p>Meeting ID: 259 625 692 241 Passcode: yX9G3Q Or call in (audio only) +1 469-998-7938,,366862554# United States, Dallas Phone Conference ID: 366 862 554#</p> <p>If you have a disability and need an accommodation in order to participate, please contact the Alachua County ADA Coordinator at ADA@alachuacounty.us or Equal Opportunity Office at 352-374-5275 at least 7 business days prior to the event. If you are unable to notify the Office prior to the event, please inform an Alachua County employee that you need assistance. TDD/TTY users, please call 711 (Florida Relay Service)</p>
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2. Advertisement for RFA

2.1. Advertisement for Application

Notice is hereby given that the Board of County Commissioners of Alachua County, Florida is calling for and requesting Applications for :

RFA 26-44-PM: Gun Violence Prevention Grant (GVPG)

RFA Pre-Application Meeting: Wednesday, August 6, 2025 at 10:30 am Community Support Services Conference Room A 218 SE 24th ST, Gainesville, FL 32641 https://teams.microsoft.com/l/meetup-join/19%3ameeting_Y2Q0ZTJjMmUtZWZjMy00YWwLWE1NjMtZTkxODVmNjEyNGNI%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22a7415bac-2a66-4acb-a196-d73a8994b0a7%22%7d Meeting ID: 253 575 766 692 5 Passcode: yg7Gz6WA Dial in by phone +1 469-998-7938,,928689830# United States, Dallas Find a local number Phone conference ID: 928 689 830#

RFA Opens : Wednesday, August 20, 2025, 2:00 pm

The County posts and distributes information pertaining to its procurement solicitations on it Public Portal <https://secure.procurenow.com/portal/alachuacounty>.

In order to submit an application response to this solicitation the consultant must be registered on Alachua County's [Public Portal](#).

If you have a disability and need an accommodation to participate in Alachua County's procurement process, please contact the Division of Procurement at 352.374.5202. TDD/TTY users, please call 711 (Florida Relay System). In accordance with the Provisions of the ADA, this document may be requested in an alternate format.

3. Instruction to Applicants

3.1. Submission of Request for Application

The County posts and distributes information pertaining to its procurement solicitations on the County [Public Portal](#). In order to submit a application response to this solicitation the vendor must be registered with the County's [Public Portal](#).

Applications must be submitted with all required submissions included. Failure to comply may preclude consideration of the application.

Each Applicant is responsible for full and complete compliance with all laws, rules and regulations which may be applicable.

Costs for the preparation and submittal of applications in response to this Request for Application are entirely the obligation of the applicant and shall not be chargeable in any manner to Alachua County.

Upon submission, all applications become the property of Alachua County which has the right to use any or all ideas presented in any application submitted in response to this Request for Application, whether or not the application is accepted.

All work papers/products developed as part of the contract performance become property of the County upon termination or completion of the provision of services.

The application response, containing all required documents, must be received by 2:00 pm on Wednesday, August 20, 2025. The applicants submittal must be completed in the [Public Portal](#) prior to the 2:00 pm deadline. Any required uploaded documents should be done in PDF format and be labeled correctly, unless the solicitation states otherwise. The pdf document should be titled with Applicant's name, RFA number, and if the response is submitted in parts, include "Part # of x".

THE COUNTY and the PUBLIC PORTAL PLATFORM WILL NOT ACCEPT LATE SUBMITTALS

Modifications to or withdrawal of a Applicant's submittal can be made up to the deadline date. Modifications and withdrawals must be documented in the [Public Portal](#) in order to be recognized by the County.

The response must be submitted with the firm name by an officer or authorized representative of the business who is legally authorized to enter into a contractual relationship in the name of the applicant. An authorized representative who is not an officer may submit the application, in this case the Applicant must say yes to the [Submittals](#) section granting authorization to the officer or authorized representative to execute on behalf of the business.

3.2. Withdrawal of Request for Application

Modifications to or withdrawal of a Applicant's submittal can be made up to the deadline date. Modifications and withdrawals must be documented in the County's [Public Portal](#) in order to be recognized by the County. Any Applicant may withdraw their application, either personally, electronically, or written request, at any time prior to the scheduled closing time for receipt of applications. Any submittal not withdrawn will constitute an irrevocable offer, for a period of one

hundred twenty (120) days, to provide the County adequate time to award the Contract for the services specified in this solicitation.

3.3. Request for Information - Addendum and Notices - Question and Answers

After thoroughly reading this Request for Applications and Exhibits, any Applicant in doubt as to the true meaning of the Request for Application or related documents may submit a written interpretation request, via the question and answer tab, at least ten (10) days prior to closing date set for receipt of applications to be considered for a response.

Any and all such interpretations and any supplemental instructions will be in the form of a written addendum; duly issued, and a copy of such addendum will be posted to the [Public Portal](#). Oral answers will not be authoritative. All addenda so issued shall become part of the RFA documents.

Addenda Notification: Bidders are required to register for an account via the County's e-Procurement [Public Portal](#). Once bidder has completed registration, you will receive addenda notifications to your email by clicking "Follow" on this project. Ultimately, it is sole responsibility of each bidder to periodically check the site for any addenda at <https://secure.procurenow.com/portal/alachuacounty>

3.4. Acceptance/Rejection of Applications

Alachua County reserves the right to reject any application which may be considered irregular, show serious omission, unauthorized alteration of form, unauthorized alternate applications, incomplete or unbalanced applications or irregularities of any kind.

Submittal requirements of this Request for Applications are for evaluation and selection purposes only. The County may allow alterations, modifications, or revisions to individual elements of the successful application at any time during the period of the contract which results from this Request for Applications.

Alachua County reserves the right to accept or reject any or all applications in whole or in part, with or without cause, to waive technicalities, or to accept applications or portions thereof which, in the County's judgment, best serve the interests of the County, or to award a contract to the next most qualified Applicant if a selected Applicant does not execute a contract within thirty (30) days after the award of the application.

The thirty day (30) time period may be extended an additional twenty (20) days where the selected Applicant is unavailable during the initial thirty-day period.

3.5. Electronic Signatures

The Parties agree that an electronic version of the submitted application shall have the same legal effect and enforceability as a paper version. The Parties further agree that the Electronic Submittal, regardless of whether in electronic or paper form, may be executed by use of electronic signatures. Electronic signatures shall have the same legal effect and enforceability as manually written signatures. The County shall determine the means and methods by which electronic signatures may be used to execute an Agreement with the awarded vendor and shall provide the awarded vendor with instructions on how to use said method. Delivery of this Agreement or any other document contemplated hereby bearing an manually written or electronic signature by facsimile transmission (whether directly from one facsimile

device to another by means of a dial-up connection or whether mediated by the worldwide web), by electronic mail in “portable document format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.

3.6. Alachua County Government Minimum Wage (GMW)

Services solicited through this RFA are considered covered services under Chapter 22, Article 12, of the Alachua County Procurement Code (“Alachua County Government Minimum Wage”) which establishes a government minimum wage for certain contractors and subcontractors providing selected services to Alachua County government. Applicants should consider the cost of compliance, if any, when submitting applications.

The contractor shall certify via [Submittals](#) section it will pay each of its covered employees the GMW, and ensure that it will require that of its subcontractors.

3.7. Drug Free Workplace

Vendor certifies that they are a drug-free workplace shall complete [Submittals](#) section.

3.8. Term of Contract/Renewal

The contract shall be effective upon execution by both parties and continuing through the term, subject to annual allocation by the Board of County Commissioners.

3.9. Consideration of Applications

Applications will be considered from Applicant normally engaged in providing and performing services as specified herein. The Applicant must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the County. The County reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions before recommending any award.

3.10. Appeal Process

Only the RFA process may be appealed. RFA Evaluation Committee Funding Recommendations are not released prior to the resolution of any appeal or prior to the appeal deadline. The Funding Recommendations made by the RFA Evaluation Committee cannot be appealed. The final funding decision made by the Board of County Commissioners can also not be appealed. All decisions made by the Board of County Commission shall be finalized at a scheduled County Commission Board meeting.

Applicant complaints or grievances shall first be submitted in writing to the Procurement Manager, Theodore White at twhite@alachuacounty.us. The deadline for filing an appeal is Sunday, August 10, 2025.

The Procurement Manager will investigate the complaint and present the findings in writing to the applicant. If the funding applicant is dissatisfied with the Procurement Manager's decision and desires to continue with the appeal, s/he may make an appeal in writing to the County Manager within 5 (five) days of the Procurement Manager’s written finding. The County Manager will render a written response

to the funding applicant. All decisions by the County Manager shall be considered final, and no further appeal is allowed.

Failure of any funding applicant to submit an appeal within the time frames provided in this section shall constitute a waiver of funding applicants' right to appeal.

All appeals must have had a final decision rendered, or formal withdrawal of the appeal, before the RFA Evaluation Committee funding recommendations can be released.

4. Terms and Conditions

The following are the general terms and conditions, supplemental to those stated elsewhere in the Request for Proposal, to which the selected Applicant must comply in order to be consistent with the requirements for this Request for Application. Any deviation from these or any other stated requirements should be listed as exceptions in a separate appendix of the proposal.

4.1. Non-Warranty of Request for Applications

Due care and diligence has been used in preparing this Request for Application. The County shall not be responsible for any error or omission in this Request for Application, nor for the failure on the part of the Applicants to ensure that they have all information necessary to affect their proposals.

4.2. Request for Clarification

The County reserves the right to request clarification of information submitted and to request additional information of one or more Applicants, either orally or in writing.

4.3. U.S. Department of Homeland Security E-Verify System

Pursuant to F.S. sec. 448.095, Contractor shall register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees of the Contractor during the term of the Agreement. Contractor shall require any subcontractors performing work or providing Services under this Agreement to register and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees of the subcontractor during the term of this Agreement, and otherwise comply with Florida law. The E-Verify system is located at <https://www.uscis.gov/E-Verify>. Failure to comply with this section is grounds for termination and the contractor (a) may not be awarded a contract with the County for at least 1 year after the date on which the contract was terminated and (b) is liable for any additional costs incurred by the County as a result of termination of this Agreement.

4.4. Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not submit a application on a contract to provide any goods or services to a public entity, may not submit a application on a contract with a public entity for the construction or repair of a public building or public work, may not submit applications on leases of real property to a public entity, may not be awarded or perform work as a Consultant, supplier, subconsultant, or Consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

4.5. Workplace Violence

Employees of Applicant's are prohibited from committing any act of workplace violence. Violation may be grounds for termination. Workplace violence means the commission of any of the following acts by a Applicant's employee.

Battery: intentional offensive touching or application of force or violence to another.

Stalking: willfully, maliciously and repeatedly following or harassing another person.

4.6. Governing Law

This agreement shall be governed in accordance with the laws of the State of Florida. Venue shall be in Alachua County.

4.7. Payments

All payments will be made in accordance with the Agreement.

All applications for payment shall be processed and paid in accordance with the provisions of Chapter 218, Part VII Florida Statutes ("Local Government Prompt Payment Act").

4.8. Laws, Permits and Regulations

The selected Applicant shall obtain and pay for all necessary permits, permit application fees, licenses or any fees required.

The selected Applicant shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated in the application. The selected Applicant is presumed to be familiar with all state and local laws, ordinances, code rules and regulations that may in any way affect the work. Ignorance on the part of the selected Applicant will in no way relieve it of responsibility.

The selected Applicant must agree to abide by and conduct its programs and provide its services in compliance with the provisions of the Civil Rights Act of 1866, Civil Rights Act of 1871, Equal Pay Act of 1963, Civil Rights Act of 1964, Age Discrimination and Employment Acts of 1967, Rehabilitation Act of 1973, 1990 Americans with Disabilities Act, 1991 Federal Civil Rights Act, 1992 Florida Civil Rights Act, and all other applicable ordinances, statutes, laws and amendments thereto.

4.9. Indemnification

To the maximum extent permitted by Florida law, the Grantee shall defend, indemnify, and hold harmless the County, its officers, and its employees from any and all liabilities, claims, damages, penalties, demands, judgments, actions, proceedings, losses, or costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, whether resulting from any claimed breach of an agreement resulting from this RFA by the Grantee or from personal injury, property damage, direct or consequential damages, or economic loss, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Grantee or anyone employed or utilized by the Grantee in the performance of an agreement resulting from this RFA.

The duty to defend under this article is independent and separate from the duty to indemnify, and the duty to defend exists regardless of any ultimate liability of the Grantee, the County, and the indemnified party. The duty to defend arises immediately upon presentation of a claim by any party and written notice of such claim being provided to the Grantee. The Grantee's obligation to indemnify and defend under this article will survive the expiration or earlier termination of an agreement resulting from this RFA until it is determined by final judgment that an action against the County or an indemnified party for the matter indemnified hereunder is fully and finally barred by the applicable statute of limitations.

Nothing contained herein shall constitute a waiver by the County of sovereign immunity or the provisions of Florida Statutes 768.28.

4.10. Default and Termination

The failure of either party to comply with any provision of the contract shall place that party in default. Prior to terminating the contract, the non-defaulting party shall notify the defaulting party in writing. Notification shall make specific reference to the provision which gave rise to the default.

The defaulting party shall be given seven (7) days in which to cure the default. The Department Director is authorized to provide written notice of default on behalf of the County, and if the default situation is not corrected within the allotted time, the County Manager is authorized to provide final termination notice on behalf of the County to the selected Applicant.

The County may terminate the contract without cause by first providing at least 24 hours written notice to the selected Applicant prior to the termination date. The County's Department Director is authorized to provide written notice of termination on behalf of the County.

In the event funds to finance the contract become unavailable, the County may terminate the contract with no less than twenty-four hours' notice in writing to the selected Applicant. The County shall be the final authority as to the availability of funds.

4.11. Non Waiver

The failure of either party to exercise any right shall not be considered a waiver of such right in the event of any further default or noncompliance.

4.12. Independent Applicant

In the performance of this agreement, the Applicant will be acting in the capacity of an independent Applicant and not as an agent, employee, partner, joint venturer, or associate of the County. The Applicant shall be solely responsible for the means, method, technique, sequences, and procedures utilized by the Applicant in the full performance of the agreement.

4.13. Interest in Government Contracting

In accordance with F.S. sec. 287.05701, Alachua County, including any members of a selection committee utilized by the County, will not (a) give preference to a vendor based on the vendor's social, political or ideological interests, and (b) request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor.

4.14. Conflict of Interest

The applicant certifies that to the best of their knowledge or belief, no elected/appointed official or employee of the County is financially interested, directly or indirectly, in the purchase of the goods or services specified on this order.

Applicants are required to answer the questions located in the [Submittals](#) section.

4.15. Collusion

The Applicant, by submitting their application form, declares that the application is made without any previous understanding, agreement, or connections with any persons, firms or corporations making a bid on the same items and that it is in all respects, fair, and in good faith without any outside control, collusion, or fraud.

The Applicant, by submitting their application form, declares that no County Commissioner, other County officer, or County employee, directly or indirectly owns more than five (5) percent of the total assets or capital stock of the bidding entity, nor will directly or indirectly benefit by more than five (5) percent from the profits or emoluments of this contract.

4.16. Amendments

This agreement may be amended by mutual written agreement of the parties and may be changed only by such written amendment.

4.17. Assignment of Personnel

All personnel assigned to the project will be subject to the approval of the County and no changes shall be allowed unless prior written approval is obtained.

4.18. Basis for Contract Negotiation

The application will serve as the basis for negotiating the contract.

4.19. Examination of Request for Application

Before submitting a application, it shall be the Applicant's responsibility to examine thoroughly the Request for Application or other related documents (where applicable) to be informed regarding any and all conditions and requirements that may in any manner affect the work to be performed under the Contract. Failure to do so will not relieve the selected Applicant of complete performance under the contract.

4.20. Award of Contract(s)

The County reserves the right to award contracts to more than one (1) Applicant as determined to be in the best interest of the County.

5. Scope of Work

The services requested, herein, are for Gun Violence Prevention Grant (GVPG).

5.1. General Requirements:

The Applicant selected will provide the following services, including but not limit to:

5.2. General Requirements:

The services requested, herein, are for Request for Application for Gun Violence Prevention Grant (GVPG) Grant. The Applicant selected will provide services, including but not limited to those known or promising approaches to prevent the occurrence of gun violence by addressing risk factors associated with it as well as establishing protective factors to reduce it.

5.3. Alachua County Resident Benefit & Amount Available

GVPG is intended to assist non-governmental organizations located in Alachua County who provide or intend to provide prevention and intervention activities using the public health risk model to address gun violence to and for the benefit of Alachua County residents. Additionally, organizations that specifically address the ongoing mentorship and mental health support of the youth engaged in the three Youth Steering Committees throughout Alachua County are encouraged to apply. The anticipated total amount of funding available for allocation by the Board of County Commissioners for GVPG is \$222,850.00, with a maximum individual proposal award of \$33,000.00.

5.4. Funding Priorities and Funding Intent

All Applicants must use the public health model approach and propose services that address the risk and protective factors to address gun violence as the focus for any services provided.

Priority Areas Based on Risk and Protective Factors

Projects must align with one or more **priority areas** below, which are based on the CDC's social-ecological framework and gun violence prevention research.

A. Individual-Level Risk and Protective Factors

- **Risk Factors:**
 - History of violence or trauma
 - Substance use or misuse
 - Mental health challenges
 - Gun ownership/access without safety training
 - Poor school performance or truancy

- **Protective Factors:**
 - Emotional regulation and conflict resolution skills
 - Academic achievement and school engagement
 - Mentorship and positive adult relationships
 - Access to mental health services
- **Eligible Strategies:**
 - Youth conflict mediation and peer intervention programs
 - School-based mental health services and trauma-informed care
 - Firearm safety training and safe storage initiatives
 - Life skills education for at-risk youth

B. Relationship-Level Risk and Protective Factors

- **Risk Factors:**
 - Exposure to domestic violence
 - Peer influence (gang involvement, retaliatory violence)
 - Family history of gun violence
- **Protective Factors:**
 - Stable and nurturing family relationships
 - Supportive peer networks
 - Strong parental monitoring and involvement
- **Eligible Strategies:**
 - Family-centered counseling or parent training
 - Community mentoring programs (e.g., Credible Messengers)
 - Gang intervention and disengagement services

C. Community-Level Risk and Protective Factors

- **Risk Factors:**
 - Concentrated poverty and unemployment
 - Lack of community cohesion and trust in institutions
 - Presence of illegal gun markets

- Limited recreational or social opportunities for youth
- **Protective Factors:**
 - Safe, clean, and well-lit environments
 - Availability of youth programs and safe spaces
 - Strong school-community partnerships
 - Economic development and job training
- **Eligible Strategies:**
 - Community-led public safety efforts (e.g., violence interrupters)
 - Environmental design (CPTED) improvements
 - Youth centers, after-school programs, and summer jobs
 - Workforce development targeting high-risk populations

D. Societal-Level Risk and Protective Factors

- **Risk Factors:**
 - Structural racism and historical disinvestment
 - Weak firearm regulation enforcement
 - Norms that support aggression and retaliatory violence
- **Protective Factors:**
 - Policies promoting equity and justice
 - Strong community-police relationships
 - Community voice in decision-making
- **Eligible Strategies:**
 - Advocacy and civic engagement training for youth and residents
 - Policy reform efforts to promote justice and equity
 - Initiatives that build community trust in institutions

5.5. [Funding Restriction for One-Time Awards](#)

Funds awarded through this solicitation must be expended prior to October 1, 2026 and are not subject to further appropriation, i.e., one-time funding for Fiscal Year 2026.

5.6. [Budget Template](#)

A budget template has been provided in the Attachments tab and must be completed and uploaded to Question 14, in the Submittal.

6. Request for Application Selection Procedures

The Applicant selected to provide the services described herein will be selected from the qualified Applicants submitting responses to this request for proposal. The selection process will be as follows:

6.1. Contact with Members of the Evaluation Committee

To ensure fair consideration for all Applicants, the County prohibits communication to or with any department, employee, elected official, or anyone evaluating or considering the proposals during the submission process, except as provided in Section A. Additionally, the County prohibits communications initiated by a Consultant to any department, employee, elected official, or anyone evaluating or considering the proposals prior to the time an award decision has been made.

- A. Any communication between Consultant and the County will be initiated by the County's Procurement Division in order to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal. Communications initiated by a Consultant to anyone other than the appropriate Procurement Representative may be grounds for disqualifying the offending Consultant from consideration of award of the proposal being evaluated and/or any future proposal.
- B. It will be the responsibility of the Consultant to contact the County's Division of Procurement prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda and to return executed addenda with the proposal.

6.2. RFA Submittals

Applications will be distributed to the county approved evaluation committee for a thorough review, evaluation, ranking and funding recommendation to the Board of County Commissioners (BoCC).

6.3. RFA Evaluation Committee

The Evaluation Committee will evaluate each application in accordance with the evaluation criteria identified in [Proposed Requirements and Organization](#) and [Evaluation Phases](#).

In a Public Meeting, officiated by Procurement, the Committee discusses issues appropriate to the scoring. Members do not have to agree on exact scores, but each member's score shall be justified, whether zero, high or low.

Depending on the complexity of the solicitation, additional meetings may be required, up to and including oral presentations. Oral presentations shall be made at no cost to Alachua County. During oral presentations the Consultant shall further detail their qualifications, approach to the project and ability to furnish the required services.

In the event that the total funding requests of successful applicants, based off scoring, exceed the County's available funding allocation, the RFA Evaluation Committee will apply a ratio to determine the amount each applicant qualifies for as based on its score in order to distribute available funds. (Scores

are not rounded-up.) This ratio will be determined by dividing the total funding allocation by the total amount of applicants' qualifying for funding as determined by their respective scores and applying this ratio to each agency's qualifying funding award, in order to make an adjusted award amount that remains within the funding allocation.

6.4. [RFA Contract Negotiation](#)

The County will negotiate a contract with any, all, or none of the Applicants for the provision of services requested in this Request for Applications.

7. Evaluation Phases

The Evaluation Committee will evaluate the proposals as follows:

The Evaluation Criteria will assess each responding Applicant's ability based on experience and qualifications particularly in the County or in Florida.

The Evaluation Committee will assess how effectively the application furnishes a clear, concise and well-written description of the proposed project, is responsive to application questions, and is logical, doable, and within the applicants' abilities, how reasonable given evidence of need, requested budget and other resources, and is achievable given the timeline and budget.

Application submissions will be evaluated and scored by RFA Evaluation Committee members on the basis of the criteria below, with points awarded within a designated scoring range for each criteria. RFA Evaluation Committee members may offer their unique perspectives and practical insights based on areas of professional or personal expertise; education, training and/or knowledge; and community involvement.

The number of individual awards is anticipated to be 6-7 based on availability of funds. Responsive applications will be evaluated using the evaluation criteria listed below. Applications will be ranked during a Noticed Public Meeting. The first ranked proposal will be recommended for funding, the second ranked proposal will be recommended for funding, and so on until funds are exhausted.

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Community Involvement: The degree to which the request is culturally relevant and encompasses community involvement.	Points Based	50 <i>(25% of Total)</i>
2.	Organizational Capability The degree to which the applicant demonstrates experience working with impacted communities and demonstrates the capability to implement the project or program.	Points Based	50 <i>(25% of Total)</i>
3.	Consideration The degree to which the proposed budget is reasonable and the degree to which the costs are reasonable for Alachua County taxpayers considering the request.	Points Based	30 <i>(15% of Total)</i>
4.	Consistent with Priorities The degree to which the request aligns with public health model and priority factor	Points Based	50 <i>(25% of Total)</i>

5.	Project Evaluation The degree to which the applicant demonstrates the capability to collect and evaluate project or program data.	Points Based	20 <i>(10% of Total)</i>
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8. Submittals

8.1. Corporate Resolution Granting Signature*

The response must be submitted by an officer of the business who is legally authorized to enter into a contractual relationship in the name of the bidder. An authorized representative who is not an officer may sign the proposal, but must attach or upon request provide a corporate resolution granting authorization to the representative to execute on behalf of the business. Are you authorized to submit this RFA?

☐ Please confirm

*Response required

8.2. Drug Free Workplace*

In accordance with §287.087, Florida Statute

Do you certify that you meet the following:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

☐ Yes

☐ No

*Response required

8.3. Conflict of Interest*

The bidder certifies that to the best of his knowledge or belief, no elected/appointed official or employee of the County is financially interested, directly or indirectly, in the purchase of the goods or services specified on this order. (Select yes, if there is no conflict of interest)

☐ Please confirm

*Response required

8.4. Provide your Employer Identification Number (EIN).*

Do not include dashes.

Maximum response length: 9 characters

*Response required

8.5. Provide physical address in Alachua County.*

*Response required

8.6. Provide a mailing address.*

*Response required

8.7. Project Name*

*Response required

8.8. Amount of funds being requested*

Maximum of \$33,000

Maximum response length: 7 characters

*Response required

8.9. Does your proposed project benefit residents of Alachua County, is consistent with the public health model, and addresses risk and protective factors of gun violence as the focus for any services provided?*

☐ Yes

☐ No

*Response required

8.10. Request for Application Submittal Documentation*

Upload your Request for Application documentation with all required information and applicable documents. Upload your request for proposal in PDF Format in this section for review.

*Response required

8.11. Which of the BOCC's funding priorities does your proposed project fit into?*

Select all that apply.

Select all that apply

- ☐ Individual-Level Risk and Protective Factors
- ☐ Relationship-Level Risk and Protective Factors
- ☐ Community-Level Risk and Protective Factors
- ☐ Societal-Level Risk and Protective Factors

*Response required

8.12. Please describe the proposed project, and quantify the anticipated results and benefits to residents of Alachua County.*

Maximum response length: 2500 characters

*Response required

8.13. Please describe how your project will prevent gun violence in Alachua County.*

Maximum response length: 2500 characters

*Response required

8.14. Upload GVPG Budget Template*

Per section 5.6 of the Scope of Work, upload the budget template found in the Attachments here.

*Response required

8.15. Describe the timeline and anticipated milestone dates for the project.*

Maximum response length: 2500 characters

*Response required

8.16. Describe measurable outcomes for the project*

Maximum response length: 2500 characters

*Response required

8.17. Request for W9*

Uploading your agency's W9 expedites the contract process, this is required but will not be made public.

*Response required

8.18. By submitting this application, we acknowledge that we are aware that the information contained in this funding application is public record. We further certify that this Request for Funding is consistent with our organization's mission, Articles of Incorporation and Bylaws, and that this application for funding was authorized by the agency's Board of Directors.*

☐ Please confirm

*Response required

8.19. Acknowledgement of Requirements*

Did you review and complete all the required documents, attachments, addenda and questions and answers?

☐ Please confirm

*Response required

9. Sample Agreement/Contract

9.1. GUN VIOLENCE PREVENTION GRANT (GVPG) FUNDING AGREEMENT BETWEEN ALACHUA COUNTY AND AGENCY NO. XXXXX

THIS FUNDING AGREEMENT ("Agreement") is made by and between Alachua County, a charter county and political subdivision of the State of Florida, by and through its Board of County Commissioners (the "County") and **Agency**, corporation organized under the laws of the State of Florida ("Agency"), collectively the "Parties".

WITNESSETH:

WHEREAS, on August 1, 2023, the Alachua County Board of County Commissioners (BOCC) declared gun violence to be a public health crisis; and,

WHEREAS, the County issued a Request for Application for Gun Violence Prevention Grant Initiative (RFA **Number**) seeking applications from qualified non-governmental entities located in Alachua County, Florida who will provide services, including but not limited to those known or promising approaches to prevent the occurrence of gun violence by addressing risk factors associated with it as well as establishing protective factors to reduce it; and,

WHEREAS, after reviewing the Agency's application, the County found Agency is qualified and the Agency's proposed use of the funding, as described herein, meets the priority and criteria of the County's GVPG and as a result, the Board approved funding to the Agency as set out herein.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. Recitals: The Parties agree that the recitals set forth above are true, correct and are incorporated into this Agreement. 2. Term:

A. The term of this Agreement shall commence upon execution of this Agreement by both Parties and continue through **DATE**, unless earlier terminated, as provided herein.

B. The County's performance and obligation to pay under this Agreement is contingent upon a specific annual appropriation by the Board. The Parties understand that this Agreement is not a commitment of future appropriations. The continuation of this Agreement beyond the end of any fiscal year shall be subject to both the appropriation and the availability of funds in accordance with Chapter 129, Florida Statutes, and that the failure of the Board to do so shall not constitute a breach or default of this Agreement.

3. Grant Award:

A. In accordance with the terms and conditions of this Agreement, the County hereby approves the Agency's application and agrees to provide funding, in the amount set forth below, to the Agency to be utilized by the Agency for the program, improvements, services, projects and/or purchases described and outlined in the Scope attached hereto as **Exhibit 1**

and incorporated herein by reference (“Project”) and **Exhibit 2**, attached hereto and incorporated herein by reference (“Budget”). The Agency is solely responsible for the Project and the means, method, technique, sequence, and procedure utilized by the Agency for the Project. The County is not responsible for the Project. Failure of the Agency to provide, complete, operate, or fully perform Project will be considered a default of this Agreement and/or ground for denial of funding requests, in whole or in part.

B. The Agency agrees to utilize the provided funding listed in paragraph 3 below for the purposes described in **Exhibit 1** and **Exhibit 2**, attached hereto, and for no other purposes unless otherwise agreed to in writing by the County and the Agency.

C. The Agency understands and agrees to be bound by the guidelines and funding restrictions contained in RFA **Number**, incorporated herein by reference, including but not limited to:

1. Funding shall only be used Primary Prevention, Secondary Prevention or Intervention, and/or Tertiary Prevention or Intervention projects.
 2. Funding shall not to be used to supplant the Agency’s general administrative salaries and fringes, financial audit, liability insurances, utilities, indirect charges, or existing and ongoing administrative expenses not solely attributed to the Agency’s Project described in Exhibit 1 attached.
 3. Failure to comply will be considered a default of this Agreement and may result in denial of funding request, in whole or in part.
4. Grant Award and Funding:
- A. For the purposes of providing funding support for the proposed Project, as detailed in Section 2 of this Agreement, the County agrees to pay the Agency an amount not to exceed **AMOUNT** for the term of the Agreement in accordance with the details as specified below (“funding”).
 - B. The funding shall be available to Agency on a reimbursement basis only and only for eligible expenses for the Project expended during the grant cycle (**TERM**). As a condition precedent for any payment by the County, the Agency shall submit monthly, unless otherwise agreed in writing by the County, a GVPG Expense Reimbursement Invoice (as generally shown in **Exhibit 3** attached) to the County requesting payment. No payment shall exceed one-half (1/2) of the total funding amount awarded. The Agency’s invoice(s) shall be accompanied by such documentation, or data, in support of expenses for which payment is sought as the County may require. The County reserves the right to change the GVPG Expense Reimbursement Invoice form and the Invoice delivery method without prior written notice

to the Agency. Any expense that is not authorized under the GVPG and RFA **Number**, including its Guidelines and Funding Restrictions, will not be eligible and will not be reimbursed by the County.

C. Submission of Agency's invoice(s) for funding constitutes Agency's representation to the County that all obligations of the Agency to others, including its consultants, incurred in connection with the Project will be paid in full, that the services or expenses have not been reimbursed by another agency, and that the Project served a public purpose. The Agency shall submit invoices to the County at the following address:

Program Manager
Alachua County Department of Community Support Services
218 SE 24th Street
Gainesville, Florida 32641
Email: cappchoices@alachuacounty.us

In the event that the County becomes informed that any representations relating to payment are wholly or partially inaccurate, the County may withhold payment then or in the future otherwise due to the Agency until the inaccuracy, and the cause thereof, is corrected to the County's reasonable satisfaction. The County may also withhold payment due to the Agency until the Agency provides the documentation and data, in support of expenses, as required by the County.

D. The Agency shall submit its final invoice for each GVPG funding grant no later than **DATE**. Notice and payments to the Agency will be provided to the Agency at the following address, unless otherwise agreed to by the Parties:

Agency Info

5. Audit, Records, and Reporting:

A. The Agency agrees to:

- a. Maintain financial records and reports relating to utilization of the funding.
- b. Maintain books, records, document, invoices, and other evidence and accounting procedures and practices such as will permit the Agency to sufficiently and properly reflect all direct costs of any nature associated with the Project.

B. Permit all such records described in 1) and 2) above to be subject to inspection, review, and audit by the County or by an auditor of the County's choosing. Such review shall be during the regular working hours, following reasonable written notice. Agency agrees to provide such assistance as may be necessary to facilitate the review or audit by the County to ensure compliance with applicable accounting and financial standards. The Agency must timely submit reports to the County as required by the County at the address listed in paragraph 3(c) above. Reports shall be submitted on the

forms and in the formats made available to the Agency from the County (examples of which are attached hereto in **Exhibit 4**). The County reserves the right to change the forms or formats of the reports without prior written notice to the Agency. When applicable, the County will identify any deficiencies to the Agency in writing. The Agency failure to correct the deficiencies may result in the County withholding payments or the Agency being deemed in default of this Agreement.

6. Default and Termination:

A. The failure of the Agency to comply with any provision of this Agreement will place the Agency in default. Prior to terminating the Agreement, the County will notify the Agency in writing of the default. This notification will make reference to the provision of this Agreement which gave rise to the default. The County will give the Agency seven (7) calendar days from the date of the notice to cure the default. The GVPG Program Manager is authorized to provide written notice of default on behalf of the County, and if the default situation is not corrected within the allotted time, the Director of Alachua County Community Support Services is authorized to provide final termination notice on behalf of the County to the Agency.

B. The County may terminate this Agreement without cause by providing written notice to the Agency (hereinafter, "Termination for Convenience"). The County Manager is authorized to provide the Termination for Convenience on behalf of the County. The effective date of termination will be stated in the notice. In the event of such Termination for Convenience, the County agrees to reimburse the Agency for the eligible expenses of the Program provided prior to the date of the Termination for Convenience. The Agency shall not be entitled to any other or further recovery against County, including, but not limited to, damages, consequential or special damages, or any anticipated expenses of the Program not yet completed or performed.

C. This Agreement will be terminated should (i) the Agency no longer qualify as an emerging small business, as defined in RFA **Number**, or (ii) Agency becomes inactive or dissolves, or (iii) Agency moves its primary business address outside of the geographical limits of Alachua County, Florida.

D. If funds to finance this Agreement become unavailable, the County may terminate the Agreement with no less than twenty-four hours' notice in writing to the Agency. The County will be the final authority as to the availability of funds. The County will pay the Agency for all eligible expenses incurred prior to any notice of termination. The County Manager is authorized to provide notice of termination to Applicant under this paragraph.

7. Modifications: This Agreement may be modified and amended by mutual Agreement of the Parties Any modification of the terms of this Agreement shall only become effective upon a written amendment to this Agreement, duly executed by both Parties. That being said, the Parties agree that

upon the written request of authorized agent of the Agency to the County, the County Manager or GVPG Program Manager may accept and approve modifications to budget line items subject to the provisions of paragraph 5 above-- so long as the modifications (1) do not substantially change the Agency's Project proposed by the Agency and (2) that such revisions are agreed to in writing by Agency's authorized representative and either the County Manager or GVPG Program Manager, which may be done electronically, and (3) that requested revisions do not increase the grant funding listed in paragraph 4(A) above. 8. Assignment: Neither Party shall assign or transfer any obligation or interest in this Agreement without prior written consent of the other Party. 9. Independent Contractor: In the performance of this Agreement, the Agency will be acting in the capacity of an independent contractor and not as an agent, employee, partner, joint venture, or associate of the County. The Agency is solely responsible for the means, method, techniques, sequence, and procedure utilized by the Agency in the full performance of this Agreement and the Agency's Program. Neither the Agency nor any of its employees, officers, agents or any other individual directed to act on behalf of the Agency for any act related to this Agreement shall represent, act, or purport to act or be deemed to be the agent, representative, employee or servant of the County. Policies and decisions of the Agency, which may be represented by the Agency in performance of this Agreement, shall not be construed to be the policies or decision of the County. The Agency will obtain and pay for all necessary permits, permit application fees, licenses, or any fees required for the Project and to perform its obligations under this Agreement. 10. Indemnification: The Agency shall indemnify and hold harmless the County and its Board of County Commissioners, officers, and employees from and against any and all claims, liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees, caused by the negligence, recklessness, or intentional wrongful misconduct of the Agency or anyone employed or utilized by the Agency in the performance of this Agreement or in connection with the Project. The Agency's obligation to indemnify will survive the expiration or earlier termination of this Agreement until it is determined by final judgment that an action against the County or an indemnified party for the matter indemnified hereunder is fully and finally barred by the applicable statute of limitations. Nothing contained herein shall constitute a waiver by the County of sovereign immunity or the provisions or limits of liability of §768.28, Florida Statutes. 11. Laws & Regulations: The Agency will comply with all federal, state, and local laws, ordinances, regulations and rules.

12. Human Trafficking Affidavit of No Coercion for Labor or Services.

1. Section 787.06(13), Florida Statutes, requires any governmental entity when executing, renewing, or extending a contract, must obtain an affidavit from the non-governmental entity attesting that it does not use coercion for labor or services. The terms "coercion" and "labor" are defined respectively in sections 787.06(2)(a) 1-72 and 787.06(2)(e)3, Florida Statutes.
2. The Contractor will certify this understanding, obligation, through the completion of the No Coercion for Labor or Services Affidavit, a copy of which is attached to this Amendment as **Exhibit "5"**.

13. Contracting with Entities of Foreign Countries of Concern Prohibited.

- A. Section 287.138, Florida Statutes, prohibits any governmental entity from contracting with entities of foreign countries of concern if the contract provides the vendor with access to an individual's personal identifying information and:

- a. The entity is owned by the government of a foreign country of concern;
- b. The government of a foreign country of concern has a controlling interest in the entity; or
- c. The entity is organized under the laws of or has its principal place of business in a foreign country of concern.

B. The statute identifies foreign countries of concern as: The People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolas Maduro, or the Syrian Arab Republic does not have a controlling interest in the Supplier.

C. The Contractor will certify this understanding, obligation, through the completion of the Foreign Country of Concern Affidavit, a copy of which is attached this Amendment as **Exhibit "6"**.

14. Non-Waiver: The failure of either Party to exercise any right shall not be considered a waiver of such right in the event of any further default or non-compliance. 15. Severability: If any provisions of this Agreement shall be declared illegal, void or unenforceable, the other provisions shall not be affected but shall remain in full force and effect. 16. Entire Agreement: This Agreement contains all the terms and conditions agreed upon by the Parties. 17. Collusion: By signing this Agreement, the Agency declares that this Agreement is made without any previous understanding, Agreement, or connections with any persons, contractors or corporations and that this Agreement is fair, and made in good faith without any outside control, collusion, or fraud. 18. Conflict of Interest: The Agency warrants that neither it nor any of its employees have any financial or personal interest that conflicts with the execution of this Agreement. The Agency shall notify the County of any conflict of interest due to any other clients, contracts, or property interests. In accordance with F.S. §287.05701, Alachua County, including any members of a selection committee utilized by the County, will not (a) give preference to an applicant, contractor, or vendor based on the applicant's social, political or ideological interests, and (b) request documentation of or consider an applicant's, contractor's or vendor's social, political, or ideological interests when determining if is responsible. 19. Third Party Beneficiaries: This Agreement does not create any relationship with, or any rights in favor of, any third party. 20. Governing Law and Venue: This Agreement is governed in accordance with the laws of the State of Florida. Venue for any legal action is in Alachua County, FL. 21. Construction: This Agreement shall not be construed more strictly against one Party than against the other merely by virtue of the fact that it may have been prepared by one of the Parties. It is recognized that both Parties have contributed to the preparation of this Agreement.

22. Public Records: In accordance with §119.0701, Florida Statutes, Agency, *when acting on behalf of the County*, shall, as required by Florida law:

- A. Keep and maintain public records required by the County to perform the Services.
- B. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida law or as otherwise provided by law.

C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of the Agreement if Agency does not transfer the records to the County.

D. Upon completion of the Agreement, transfer, at no cost, to the County all public records in possession of Agency or keep and maintain public records required by the County to perform the Services. If Contractor transfers all public records to the County upon completion of the Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Agency keeps and maintains public records upon completion of the Agreement, Agency shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.

Agency will take reasonable measures to protect, secure and maintain any data held by Agency in an electronic form that is or contains exempt, confidential, personal information or protected information, as defined by Florida or federal law. If Agency fails to comply with this section, Agency will be deemed in default under this Agreement. The County may enforce as set forth in §119.0701, Florida Statutes. Agency who fails to provide the public records in response to a request within a reasonable time may be subject to penalties imposed under §119.10, Florida Statute, and costs of enforcement, including fees, under §119.0701 and §119.12, Florida Statutes.

IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY REPRESENTATIVE AT E-MAIL: publicrecordsrequest@alachuacounty.us; PHONE: (352) 264-6906;

ADDRESS: 12 SE 1ST STREET, GAINESVILLE, FL 32601. 23. Communications: The Agency shall maintain a working e-mail address and shall respond to e-mail communications from the GVPG Program Manager or other GVPG representative within 24 (twenty-four) business hours from the time the e-mail was received electronically. Exhibit 4, attached hereto, provides a change form. The Agency agrees to notify the GVPG Program Manager of any changes in e-mail, staff, executive director, Board of Directors, postal mailing address, etc. within 24 (twenty-four) hours of the change. The Agency agrees to add the e-mail and postal mailing addresses of the GVPG Program Manager to any mailing lists utilized for the purpose of announcements, status reports, and the like. 24. No Religious or Sectarian Requirement: In accordance with Article 1, Section 3, Florida Constitution, and other applicable law, the funding provided under this Agreement may not be used in aid of any church, sect, or religious denomination or in aid of any sectarian institution. The Program shall not promote the religion of the provider, be significantly sectarian in nature, involve religious indoctrination, require participation in religious ritual, or encourage the preference of one religion over another.

25. Workplace Violence: Employees of Agency are prohibited from committing any act of

workplace violence. Violation may be grounds for termination of this Agreement. Workplace violence means the commission of any of the following acts by an Agency's employee.

Battery: intentional offensive touching or application of force or violence to another.

Stalking: willfully, maliciously and repeatedly following or harassing another person.

- W. **Award Acknowledgement of Support:** The Agency agrees to acknowledge the Alachua County Board of County Commission's support in all materials and announcements regarding this award, according to directives issued by the County. The phrase, "Supported by the Alachua County Board of County Commission's, is to be added to all published material, announcements and websites related to this funding. Any use by Agency of any County Logo or other identifying design must be approved in advance by the County's Communications Office.
- X. **Counterparts:** This Agreement may be executed in any number of and by the different parties hereto on separate counterparts, each of which when so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same instrument. Receipt via fax or email with pdf attachment by a party or its designated legal counsel of an executed counterpart of this Agreement shall constitute valid and sufficient delivery in order to complete execution and delivery of this Agreement and bind the parties to the terms hereof.
- Y. **Electronic Signatures:** The Parties agree that an electronic version of this Agreement shall have the same legal effect and enforceability as a paper version. The Parties further agree that this Agreement, regardless of whether in electronic or paper form, may be executed by use of electronic signatures. Electronic signatures shall have the same legal effect and enforceability as manually written signatures. Delivery of this Agreement or any other document contemplated hereby bearing a manually written or electronic signature, by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.
- Z. **Verification of Personnel:** As applicable due to the Project and in compliance with federal, state or local law, the Agency will comply background checks for Agency staff and volunteers that have unsupervised contact with children and other vulnerable individuals served. If applicable, all screenings are to be substantially consistent with the standards set forth in Section 435.04, Florida Statutes and must be available from the Agency to the County upon the County's request.
- AA. **E-Verify:** In accordance with Florida law, the County as a public agency must require in any contract that the contractor, and any subcontractor thereof, register with and use

the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. If applicable under F.S. 448.095, Agency will register and use the U.S. Department of Homeland Security E-verify system to verify work authorization status of new employees of the Agency during the term of this Agreement and otherwise comply with Florida law. Agency shall require any subcontractors, as applicable, to verify the work authorization statue of all new employees of the subcontractor during this Agreement. The E-verify system is located at <http://www.uscis.gov/E-verify>.

BB. Closeout: The Contractor's obligation to the County shall not end until all closeout requirements are completed. Activities during the close-out period shall include, but are not limited to, making final payments, submitting final reimbursement request and final activity/accomplishment report to the County, disposing of project assets (including the return of all equipment, and receivable accounts to the County), and determining the custodianship of records. Agreement closeout is not considered final until the County is fully satisfied that project objectives have been met and the Contractor has submitted the Contract Closeout Checklist, attached hereto and incorporated herein as **Exhibit "7"**.

CC. Exhibits: All exhibits to this Agreement are incorporated into and made part of this Agreement by reference. This Agreement includes the following attachments:

Exhibit 1: Scope of Service

Exhibit 2: Budget

Exhibit 3: Invoice

Exhibit 4, 4A, 4B: Reports

Exhibit 5: Human Trafficking Affidavit of No Coercion for Labor or Services

Exhibit 6: Foreign Country of Concern Affidavit

Exhibit 7: Closeout Checklist

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IN WITNESS WHEREOF, the parties have caused this Agreement to be executed for the uses and purposes therein expressed on the day and year below written.

ALACHUA COUNTY, FLORIDA

By: _____

Michele Lieberman, County Manager

Date: _____

Approved as to form and legality:

County Attorney

AGENCY

Agency's Name:

By: _____

Print: _____

Title: _____

Date: _____

INCORPORATED OR ARE OTHERWISE NOT A NATURAL PERSON, PLEASE PROVIDE A CERTIFICATE OF INCUMBENCY AND AUTHORITY, OR A CORPORATE RESOLUTION, LISTING THOSE AUTHORIZED TO EXECUTE AGREEMENTS. IF A NATURAL PERSON, THEN YOUR SIGNATURE SHOULD BE NOTARIZED.

EXHIBIT 1: Scope of Service

Gun Violence Prevention Grant (GVPG)

EXHIBIT 2: BUDGET

-

-

EXHIBIT 3: GVPG Expense Reimbursement Invoice Form

Today's date:	
Invoice time period:	From ____ / ____ / ____ to ____ / ____ / ____
Agency name:	\$
Program name:	
Amount of BoCC-approved grant award:	
Name & title of invoice preparer:	

E-mail & phone # of invoice preparer:

*No invoice request may exceed 1/2 of your approved award amount.

REIMBURSEMENT REQUEST WORKSHEET

Description of Expense	Total amount requested for reimbursement
	\$

Address where payment should be sent:

(complete this section even if you have an existing EFT account)

--

Alternate payment option:

Do you want payment issued via Electronic Funds Transfer (EFT)? ☐ Yes ☐ No

If "yes", do you have a completed EFT form on file with Alachua County? ☐ Yes ☐ No
(If "no", please contact the Program Manager to request this form.)

If your agency has a completed EFT form on file, has any of your agency's banking information changed since filing this form? ☐ Yes ☐ No

(If "yes", please contact the Program Manager to request a new form.)

Per my agency's GVPG Agreement with Alachua County, I hereby declare that the goods/services for which this invoice has been prepared have been properly and timely performed and at the level of service reflected herein, are allowable based on the agency's BoCC-approved GVPG Budget, that such expenses have been reasonably incurred in accordance with the GVPG Agreement, that the services or expenses have not been reimbursed by another agency, that all obligations of the agency covered by prior invoices have been paid in full, and that the amount requested is currently due and owing, there being no reason known to me that payment of any portion thereof should be withheld.

Signature and title of authorized agency representative

Date

EXHIBIT 4: Required Reports

Reporting Period	Report Name	Due Date
October 1 – September 30	A. Project progress or completion report	Monthly, by the 15 th of each month until completion report is submitted
October 1 – September 30	B. Client Impact Story Q1 (Oct-Dec), Q2 (Jan-Mar), Q3 (Apr-Jun), Q4 (Jul-Sep)	Quarterly, January 15 th , April 15 th , July 15 th , October 15 th or until completion report is submitted

Please submit these reports **via e-mail or hard copy** to Alachua County to the attention of the following:

Program Manager

Alachua County Department of Community Support Services

218 SE 24th Street

Gainesville, FL 32641

cappchoices@alachuacounty.us

EXHIBIT 4A: GVPG Project Progress/Completion Report

Agency name:

Reporting Period:

Program name:

Person completing report:

Phone / E-mail:

Project Goal Measure	Status	Notes

Additional comment(s) (if desired):

EXHIBIT 4B: GVPG Impact Report

Agency name:

Reporting Period:

Program name:

Person completing report:

Phone / E-mail:

In the text field below, please provide your own narrative OR a client testimonial OR an excerpt from another source suitable for publication regarding an individual client, client family or client organization served by your agency that was positively impacted by your agency's GVPG project. This text should describe or reflect the positive impact that your agency's GVPG funded project made on this individual, household or organizational entity. Please limit your narrative to a maximum of 1 paragraph.

Please submit a photo of your project and a caption provided by your agency describing the significance of the photo. If the photo depicts agency employees and/or clients, include a signed and dated release from the subject(s) in the photo or the parent or legal guardian of any minor subject(s) in the photo giving his / her / their permission to use this material in any Alachua County report or publication.

EXHIBIT 5: AFFIDAVIT OF NO COERCION REQUIRED BY 787.06, FLORIDA STATUTES

State of Florida
County of Alachua

I, _____[insert full legal name of the person providing this affidavit], as _____[insert corporate title of the person providing this affidavit] of the _____[insert full legal name of the Corporation], having taken an oath, deposes and says:

1. I am over the age of twenty-one (21) and make this Affidavit on personal knowledge and not upon information or belief

2. I am duly authorized to attest and affirm as to the matters contained herein on behalf of on behalf of the _____ [insert full legal name of the Corporation].

3. I attest and affirm that _____ [insert full legal name of the Corporation] does not use coercion as defined in section 787.06(2)(a), Florida Statutes, to employ any person for labor or services.

4. This signed attestation is provided to the Alachua County Board of County Commissioners to comply with section 787.06(13), Florida Statutes.

Under penalty of perjury, I declare that I have read the foregoing affidavit and that the facts stated in it are true.

Signature

Name Printed

Title

Date Signed

**EXHIBIT 6: AFFIDAVIT REGARDING FOREIGN COUNTRIES OF CONCERN
PURSUANT TO 287.138, Florida Statutes**

State of _____

County of _____

I, _____ [insert full legal name of the person providing this affidavit], as
_____ [insert corporate title of the person providing this affidavit] of the

_____ [insert full legal name of the Corporation], having taken an oath, deposes and says:

1. I am over the age of twenty-one (21) and make this Affidavit on personal knowledge and not upon information or belief.
2. I am duly authorized to attest and affirm as to the matters contained herein on behalf of on behalf of _____ [insert full legal name of the Corporation].
3. I attest and affirm that the following is true and correct:
 - a. _____ [insert full legal name of entity] is not owned by the government of a foreign country of concern as identified in section 287.138(1)(c), Florida Statutes (*i.e.*, People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolas Maduro, or the Syrian Arab Republic, including any agency of or any other entity of significant control of such foreign country of concern).
 - b. The government of a foreign country of concern does not have a controlling interest in _____ [insert full legal name of entity].
 - c. _____ [insert full legal name of entity] is not organized under the laws of or has its principal place of business in a foreign country of concern.
4. This affidavit is provided to the Alachua County Board of County Commissioners to comply with section 287.138(4) Florida Statutes.

Under penalty of perjury, I declare that I have read the foregoing affidavit and that the facts stated in it are true.

Signature

Name Printed

Title

Date Signed

EXHIBIT 7: Closeout Checklist

Contract Closeout occurs when all obligations are met and all legal, administrative, and managerial tasks are executed.

Contract No. 14554 – 14554 Alachua County Crisis Center Policy and Workforce Model Technical Assistance Update

Complete all applicable items.

ACTION/ITEM	Date Completed (by Vendor)	Vendor (initials)	County (initials)
General Requirements (Should be required on most Contracts)	<u>XXXXXXXXXXXXX</u>	<u>XXXXXXXXXXXXX</u>	<u>XXXXXXXXXXXXX</u>
All contractual obligations are completed <i>(include list of exceptions as an attachment)</i>			
All invoices, except for the final, are submitted and paid			
All testing reports have been received and analyzed			
Final amount paid via this Contract			
Parties agree that no claims, issues, or unresolved matters exist on the contract			
Contract Specific Requirements (All may not apply)	<u>XXXXXXXXXXXXX</u>	<u>XXXXXXXXXXXXX</u>	<u>XXXXXXXXXXXXX</u>
All inspections are completed and accepted			
Any County-furnished property is returned			
The contractor has closed any subcontracts that may exist			
All sub-contractor(s) have been paid in full <i>(include a table of sub-contractor(s) names with total amounts paid to each as an attachment)</i>			

Any access or security badges and keys are returned and are accounted for			
All warranties, training material, or other final deliverables are obtained			
All Bond requirements have been met			
Certificates of substantial completion or final completion are obtained			
Other administrative or contractual requirements are met <i>(include list of items as an attachment)</i>			

CONTRACT ADMINISTRATOR APPROVAL TO CLOSEOUT CONTRACT

 Vendor/Contractor Signature

 Date

 Department Administrator Signature

 Date