



LEVY COUNTY

FLORIDA

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
310 SCHOOL STREET
BRONSON, FL 32621

RFP_2025_012 - Levy County Legal Services

Date of Distribution/post on OpenGov	January 28, 2026
Deadline for Questions and Contract Exception Form	February 10, 2026, 12:00pm
Final Addenda Posted	February 13, 2026, 2:00pm
Proposal Due Date NOTE: Any proposal that is submitted after the due date and time (regardless of reason) will be rejected by	February 27, 2026, 12:00pm
Proposal Opening (Non-Mandatory)	February 27, 2026, 2:00pm Levy County Government Center, 318 Mongo Street, Room C, Bronson, FL 32621
Professional Services Committee Meeting to review and rank proposals (Non-Mandatory)	March 17, 2026, 1:00pm Levy County Government Center, 318 Mongo Street, Room C, Bronson, FL 32621

**County Commission Meeting -
Authorize staff to negotiate with top
firm(s) in ranked order & authorize
Chair to sign the Contract (Non-
Mandatory)**

April 7, 2026, 9:00am
Levy County Government Center Auditorium,
310 School Street, Bronson, FL 32621

SUBMITTAL OF RESPONSE: Levy County only accepts electronic submittals through OpenGov Procurement at <https://procurement.opengov.com/portal/levycounty/projects/224034>. To submit a bid in response to this solicitation, the bidder must be registered with OpenGov. For questions relating to this procurement process, contact Lisa Makar, Office Manager at makar-lisa@levycounty.org

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1. ADVERTISEMENT

BOARD OF COUNTY COMMISSIONERS

LEVY COUNTY, FLORIDA

REQUEST FOR PROPOSALS

RFP_2025_012 – Levy County Legal Services

Notice is hereby given that Levy County, Florida will be receiving sealed bids via OpenGov Procurement at <https://procurement.opengov.com/portal/levycounty/projects/224034>, for the following:

Levy County, a political subdivision of the State of Florida, hereinafter referred to as the “County”, seeks the submittal of proposals from qualified attorneys who are interested in providing legal services to the County on a contractual basis. The County is governed by a five-member County Commission.

The attorney selected must be a current member in good standing of the Florida Bar and must demonstrate knowledge of, and experience relevant to, all areas of law required in representing a Florida public entity, including but not limited to sunshine law and public records law. Board certification by the Florida Bar in an appropriate field is a plus. The selected attorney must become familiar with the Levy County Land Development Code, Code of Ordinances, and Comprehensive Land Use Plan.

BID OPENING AT THE LEVY COUNTY GOVERNMENT CENTER

318 MONGO ST, ROOM C

BRONSON, FL 32621

BID DUE DATE: Friday, February 27, 2026 - 12:00 pm

E-BID OPENING DATE: 1/23/2026 – 2:00 PM

All bid documents are available online through OpenGov at <https://procurement.opengov.com/portal/levycounty/projects/224034>. If you have any questions, please contact Lisa Makar, Office Manager at (352) 486-5218 Ext: 116 or makar-lisa@levycounty.org.

2. PROJECT REQUIREMENTS

2.1. RFP TIMELINE

The County reserves the right to revise this timeline by issuance of written addenda to this RFP. Proposer must adhere to the published timeline, as revised from time to time.

Date of Distribution/post on OpenGov:	January 28, 2026
Deadline for Questions and Contract Exception Form:	February 10, 2026, 12:00pm
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County Commission Meeting - Authorize staff to negotiate with top firm(s) in ranked order & authorize Chair to sign the Contract (Non-Mandatory):	April 7, 2026, 9:00am Levy County Government Center Auditorium, 310 School Street, Bronson, FL 32621

2.2. BACKGROUND

This is highly responsible, complex and professional legal work providing legal analysis and advice to the Board of County Commissioners, the County's Administrative Staff and various County-related agencies, boards and committees. The County Attorney takes all legal action necessary to achieve County goals and protect County interests; and assignments include matters of substantial importance.

2.3. PROPOSAL FORMAT/CONTENTS

Submittals should not contain information in excess of that requested, must be concise, and must specifically address the issues of this RFP. The submittals should include the following:

- A. Letter of Transmittal: Briefly state your understanding of the work to be done and provide a positive commitment to perform the work.
- B. Profile of Attorney and Qualifications:
 - 1. Describe your legal experience. Emphasize your experience and expertise in the area(s) addressed by this RFP and how they will be brought to bear on the proposed work. This information should include prior

County or other public sector experience, experience advising entities on Florida Sunshine and public records law and experience and any other background or experience which may help evaluate this proposal.

2. Provide a list of relevant academic training, degrees, and board certifications.
3. List any disbarments, suspensions, or other disciplinary actions which you have received from the Florida Bar or any other organized bar associations.

C. Accessibility and Responsiveness:

1. State the location of the office(s) from which you operate and accessibility to the County's needs, including office hours.
2. Specify the individual(s), if any, that you would propose as substitute legal representation for the County, in the event of the absence or unavailability of the County Attorney.
3. Describe the response time the County can expect from the County Attorney to inquiries made by the County Commission, and/or County Manager.
4. Identify the lead-time required for attending an unscheduled, urgent meeting.

D. References: Provide at least three (3) references, including name, title, address, phone number, and e-mail address. Inclusion of the reference in your proposal also implies agreement that the County may contact the named reference.

E. Proposed Cost:

1. Please quote the dollar amount of fixed and/or hourly fees and costs for providing legal services to the County covered by your proposal. For the hourly fees, please identify the hourly rate of each attorney and support personnel.
2. State separately the rate for any other cost items proposed to be itemized and billed (i.e., photocopying, postage, etc.).
3. Indicate what your proposal is regarding reimbursement for travel, meals, or mileage associated with serving as County Attorney.
4. The County requires detailed monthly billing statements that shall include, but are not limited to, the following items:
 - a. Itemize the date of services.
 - b. Identify the attorney and/or support personnel providing the services.
 - c. List the time spent for each service or activity by tenths of an hour.
 - d. Provide a detailed description of the services performed.
 - e. State the fees for those services.
 - f. Organize billing by department, type of services, and/or project.
 - g. Itemize all associated costs and expenses related to the services.

5. The County will not provide any employee benefits, including but not limited to health, life insurance, disability insurance, pension, or retirement benefits. The County Attorney shall be an independent contractor and not an employee of the County.

2.4. REVIEW OF PROPOSALS; SELECTION PROCESS

The County will evaluate each complete proposal received based on capabilities, adequacy of personnel, past record, experience, whether the proposer is a certified minority business enterprise and other factors determined by the County to be applicable to the particular requirements of the Services. The County reserves the right to reject any response, or any part of a response, reject all responses, to waive any irregularities in any responses, and to award the Contract(s) as deemed to be in the best interest of the County. The Board shall be the final judge of the merits of any award and its decision(s) shall be final.

The following selection process will be followed for this RFP:

First, the proposals will be publicly opened at the date/time/place specified in this RFP and the name of each proposer will be announced at that meeting.

Second, the Evaluation Committee will hold a public meeting to discuss and score the proposals (based on the weighted criteria in "Proposal Format/Criteria" above.) The Professional Services Committee may hold a closed meeting to conduct interviews (if they determine interviews necessary) by phone or virtual means, such as Teams, Zoom, or Go to Meeting.

Third, the Evaluation Committee will present its ranking to the Board of County Commissioners, who, if satisfied, will direct the County Manager (or designee) to negotiate with the proposers in ranked order, and authorize the Chair to sign the Agreement (in the Form contained in the ATTACHMENTS section of this RFP), subject to approval by the County Attorney as to form and legal sufficiency.

Note: In the event that the top ranked proposer does not execute an Agreement, the County reserves the right to negotiate with the next highest ranked proposer, and so on, until an Agreement is executed or until the County elects to end the RFP process.

Note regarding Public Meetings and Public Records: In accordance with Section 119.071(1)(b)2, Florida Statutes, the sealed proposals, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from Section 119.07(1), Fla. Stat., and s. 24(a), Art. I of the State Constitution, until such time as the County provides notice of an intended decision or until 30 days after opening the proposals, proposals, or final replies, whichever is earlier.

In addition, in accordance with Section 286.0113(2), Florida Statutes, any portion of a meeting at which a proposer makes an oral presentation, answers questions, or engages in negotiations as part of a competitive solicitation is exempt from the public meeting requirements in Section 286.011, Florida Statutes and S. 24(b), Article I of the Florida Constitution; but will be recorded and made available as required by State law.

3. INSURANCE REQUIREMENTS

The (Contractor/Vendor) shall furnish Levy County (County) with Certificates of Insurance. The Certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. The County is to be specifically included as an additional insured on all policies except Workers' Compensation. In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be issued 30-days prior to said expiration date. The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. All certificates of insurance must be on file with and approved by the County before the commencement of any work activities.

3.1. Worker's Compensation

Coverage is to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$100,000 each accident, \$100,000 each employee; and \$500,000 policy limit for disease.

3.2. Professional Liability Insurance

Professional liability or malpractice or errors and/or omissions insurance shall be purchased and maintained with a minimum \$1,000,000 (exclusive of defense costs) per occurrence.

3.3. Additional Requirements

Provide to the County original Certificates of Insurance satisfactory to the County to evidence such coverage before any work commences. All insurance coverage shall be written with a company having an A.M. Best Rating of at least the "A" category and size category of VIII. The individual's self-insured retention or deductible per line of coverage shall not exceed \$25,000 without the permission of the County.

4. SCOPE OF WORK

4.1. Levy County Legal Services

Levy County, a political subdivision of the State of Florida, hereinafter referred to as the "County", seeks proposals from qualified attorneys and law firms who are interested in serving as the County Attorney and providing legal services to the County on a contractual basis. The County is governed by a five-member County Commission.

The County Commission is responsible for enacting local legislation, adopting an annual budget, conducting certain quasi-judicial proceedings, and appointing certain County officials. The County Attorney serves at the pleasure of the County Commission, and acts as the legal adviser to, and attorney and counselor for, the County and all its officers in matters relating to their official duties. He or she is responsible for preparing, or approving, all contracts, bonds, and other written instruments in which the County is concerned and endorses on each either approval or disapproval as to its form.

The attorney selected must be a current member in good standing of the Florida Bar and must demonstrate knowledge of, and experience relevant to, all areas of law required in representing a Florida public entity, including but not limited to sunshine law and public records law. Board certification by the Florida Bar in an appropriate field (including city, county, and local government law) is a plus. The selected attorney must become familiar with the Levy County Land Development Code, Code of Ordinances, and Comprehensive Land Use Plan.

The County reserves the right to determine, at its sole discretion, whether the proposal satisfactorily meets the criteria established in this RFP, and the right to seek clarification from any individual(s) submitting proposals. Only those judged to be qualified proposals will be further evaluated. Individuals may be interviewed by the County Commission. During the review process, and until the final selection has been made by the County Commission, proposers are prohibited from meeting with or discussing a submittal with any member of the County Commission.

All interested parties must submit the requested information within the time frame provided herein. Proposals shall be prepared with the utmost attention to fair, ethical evaluation standards.

The County intends to negotiate a Professional Services Agreement for the work described. The Professional Services Agreement will be for one (1) year, but is terminable without cause upon written notice to the attorney by the County Commission, with the County's option of renewing the agreement for four (4) additional one-year periods, after which it is expected that the County will go through another competitive solicitation unless otherwise agreed upon by the County Commission and the County Attorney.

SCOPE OF SERVICES

The County requires the full range of County Attorney services, including, but not limited to, the following:

- A. To perform the duties and responsibilities required pursuant to the local, state, and federal laws, rules, and regulations applicable to Levy County and the general laws of the State of Florida.
- B. To advise, research, assist, and render written opinion to the County on a wide variety of legal areas, including but not limited to: general County law, labor law, general, state, and federal laws relating to County government, intergovernmental relations, and rules and regulations.
- C. To serve as legal advisor and counselor for all departments and all of its officers in matters relating to their official duties.
- D. To prepare, review, or advise on all contracts, bonds, and all other legal and official instruments in which the County is concerned and shall endorse on each his/her approval of the form and correctness.

- E. To review all agenda items.
- F. To advise, research and assist the County on a wide variety of legal areas including but not limited to: grants, budgets, bonds, user fees, impact fees, franchise fees, property taxes, special assessments, public disclosure issues, laws against discrimination, preparation of ordinances, resolution development and interpretation, housing, subdivision and land use law, comprehensive planning, zoning regulations and property rights, eminent domain, economic development activities, public utilities, code enforcement, building codes, real estate law annexations, contract law, environmental law, franchise law, County leases, purchasing and procurement, personnel matters including collective bargaining, union negotiations, arbitration, employee grievances, including advice on the creation of policies and procedures, litigation and trial activity, tort law and proactive methods to avoid litigation.
- G. To prosecute and defend on behalf of the County all complaints, suits, and controversies in which the County is a party except where the County's defense is provided either by contract or law by a third party.
- H. To furnish the County Commission, the Planning Commission, the County Manager, and the head of any department, his/her opinion on any question of law relating to any matter concerning their respective power and duties.
- I. To advise the County Commission and Planning Commission as to their compliance or noncompliance with the provisions of Florida Statutes.
- J. To attend all meetings of the County Commission and Planning Commission, unless excused, either in person or by his duly designated representative, to supply those legal services as may be needed during the meeting.
- K. To provide Counsel and legal services for County boards, task forces, and committees duly authorized by the County Commission.
- L. To assist the County in preparation, drafting, revisions of codes, ordinances, resolutions, amendments, leases, policy and procedural manuals, and other documents at the request of the County Commission and/or County Manager.
- M. To prepare documents necessary for land purchases and/or sales, including development of proper legal descriptions for such real estate transactions.
- N. To submit, as part of the annual budget process, anticipated expenditures and revenues.
- O. To provide quarterly reports to the County Commission summarizing legal services activities.
- P. To provide all required documentation to the external auditor as part of the annual audit.
- Q. To coordinate and supervise specialized legal services provided by outside counsel.
- R. To keep the County Commission, Planning Commission, and County Manager informed of legislation or judicial opinions that have a potential impact on the County.
- S. To meet with the County Manager and/or designee on an as-needed basis to provide for the operational necessity of the County.
- T. To assist in preparation, drafting, revisions of contracts, amendments to the contracts, and other legal documents at the request of the Commission and/or County Manager.

- U. To advise County Commission, Planning Commission, and County Manager periodically on Sunshine Law and public records law, home rule, legislative and quasi-judicial bodies; and all other areas of County law, legislative and judicial opinions that could potentially impact the County.
- V. To perform any other duties as assigned, or as directed by the County Commission.

SUBMITTAL

Submittals should not contain information in excess of that requested, must be concise, and must specifically address the issues of this RFP. The submittals should include the following:

- A. Letter of Transmittal: Briefly state your understanding of the work to be done and provide a positive commitment to perform the work.
- B. Profile of Attorney and Qualifications:
 - 1. Describe your legal experience. Emphasize your experience and expertise in the area(s) addressed by this RFP and how they will be brought to bear on the proposed work. This information should include prior County or other public sector experience, experience advising entities on Florida Sunshine and public records law and experience and any other background or experience which may help evaluate this proposal. If the proposal is submitted by a law firm, identify the lead individual who will serve as the County Attorney if selected and all other attorneys within the firm who will provide support.
 - 2. Provide a list of relevant academic training, degrees, and board certifications.
 - 3. List any disbarments, suspensions, or other disciplinary actions which you have received from the Florida Bar or any other organized bar associations.
- C. Accessibility and Responsiveness:
 - 1. State the location of the office(s) from which you operate and accessibility to the County's needs, including office hours.
 - 2. Specify the individual(s), if any, that you would propose as substitute legal representation for the County, in the event of the absence or unavailability of the County Attorney.
 - 3. Describe the response time the County can expect from the County Attorney to inquiries made by the County Commission, and/or County Manager.
 - 4. Identify the lead-time required for attending an unscheduled, urgent meeting.
- D. References: Provide at least three (3) references, including name, title, address, phone number, and e-mail address. Inclusion of the reference in your proposal also implies agreement that the County may contact the named reference.
- E. Proposed Cost:
 - 1. Please quote the dollar amount of fixed and/or hourly fees and costs for providing legal services to the County covered by your proposal. For the hourly fees, please identify the hourly rate of each attorney and support personnel.

2. State separately the rate for any other cost items proposed to be itemized and billed (i.e., photocopying, postage, etc.).
3. Indicate what your proposal is regarding reimbursement for travel, meals, or mileage associated with serving as County Attorney.
4. The County requires detailed monthly billing statements that shall include, but are not limited to, the following items:
 - a. Itemize the date of services.
 - b. Identify the attorney and/or support personnel providing the services.
 - c. List the time spent for each service or activity by tenths of an hour.
 - d. Provide a detailed description of the services performed.
 - e. State the fees for those services.
 - f. Organize billing by department, type of services, and/or project.
 - g. Itemize all associated costs and expenses related to the services.
5. The County will not provide any employee benefits, including but not limited to health, life insurance, disability insurance, pension, or retirement benefits. The County Attorney shall be an independent contractor and not an employee of the County.

SELECTION AND EVALUATION PROCEDURES

The evaluation criteria listed below will be utilized to evaluate the proposals. Interviews with individuals may then be scheduled with the County Commission before a final decision is made. The County shall be the sole judge of its own best interests, the proposals, and the resulting negotiated agreement. The County's decisions will be final.

Individuals will be evaluated using several factors, including, but not limited to, the following:

- A. Experience: Depth and breadth of experience and expertise in the practice of law, most specifically in those areas most often encountered in County government and/or other local government.
- B. Qualifications: Board Certifications, Degrees, and other relevant training.
- C. Accessibility and Responsiveness: Capability to perform legal services promptly and in a manner that permits the Commission and staff to meet established deadlines and to operate effectively and efficiently, and the degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems.
- D. References.
- E. Proposed Fee Schedule

RESPONSE

Interested parties are invited to submit their proposal through the County's online procurement system, OpenGov.

The submittal shall be received by the County only at the above address before 1:00 p.m., February 28, 2026. The delivery of the submittal on the above date and before the specified time is solely the responsibility of the proposer.

The submittal may be withdrawn either by written notice to the County Manager in person, if properly identified, at any time before the above submittal deadline.

CONTACT

After the issuance of any Request for Proposals, prospective proposers shall not contact, communicate with, or discuss any matter relating in any way to the Request for Proposals with the County Commission, and any employee of Levy County, other than the County Manager or as directed in the Request for Proposals. This prohibition begins with the issuance of any Request for Proposals and ends upon execution of the final contract. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for the award of the proposal and/or any future proposal.

INSURANCE REQUIREMENTS

The selected individual, if any, shall maintain, at all times, the following minimum levels of insurance and shall, without in any way altering their liability, obtain, pay for, and maintain insurance for the coverages and amounts of coverage not less than those set forth below.

- A. Provide to the County original Certificates of Insurance satisfactory to the County to evidence such coverage before any work commences. All insurance coverage shall be written with a company having an A.M. Best Rating of at least the "A" category and size category of VIII. The individual's self-insured retention or deductible per line of coverage shall not exceed \$25,000 without the permission of the County.
- B. Professional Liability Insurance: Professional liability or malpractice or errors and/or omissions insurance shall be purchased and maintained with a minimum \$1,000,000 (exclusive of defense costs) per occurrence.
- C. Workers' Compensation: Firm shall supply proof of coverage to apply for all employees at the statutory limits provided by state and federal laws. The policy must include Employers' Liability with a limit of \$100,000 each accident; \$100,000 each employee; and \$500,000 policy limit for disease.

INDEMNIFICATION

Individual shall, in addition to any other obligation to indemnify the County and to the fullest extent permitted by law, protect, defend (by counsel reasonably acceptable to County), indemnify and hold harmless the County, their agents, elected officials and employees from and against, including, but not limited to, all claims, actions, liability, losses, costs (including attorney's fees) arising out of any actual or alleged damage or loss arising out of or resulting from or claims to have resulted in whole or in part from any actual or alleged negligent or intentionally wrongful act or omission of the County Attorney, any substitute, anyone direct or indirectly employed by either of them, or anyone for whose acts any of them may be liable in the performance of the work; or violation of law, statute, ordinance, governmental administration order, rule, regulation or infringement of patent rights by individual in the performance of the work; or liens, claims or actions made by the individual or any substitute or other party performing the work.

5. INTENT AND GENERAL INFORMATION

Thank you for your interest in working with Levy County. General information regarding this procurement process is provided below:

5.1. INTENT

It is the intent of Levy County ("County") to negotiate a contract with a qualified proposer who meets, or exceeds, all requirements set forth in this Request for Proposals ("RFP").

5.2. QUESTIONS, EXCEPTIONS TO FORM OF AGREEMENT AND ADDENDA

There shall not be any contact between a potential proposer/proposer or their representative(s) and any member of County Staff or County Commissioners regarding this Project or RFP.

The County will not respond to verbal (in person or phone) questions regarding this RFP. Proposers must submit written questions via the OpenGov Procurement Portal at

<https://procurement.opengov.com/portal/levycounty/projects/224034>

Any proposer who requires/requests revision(s) to the Form of Agreement must submit a completed Contract Exception Form. The County is under no obligation to grant any exceptions and proposals that are contingent on exceptions being granted will not be accepted. If an exception is rejected by the County during the question portion of this RFP process and the proposer subsequently submits a proposal, the proposer is deemed to have waived their request for an exception.

All questions and Contract Exception Forms must be received by the County prior to the deadline for same in order to receive a response. The Contract Exception Forms can be found in the **Attachments** section of this RFP. The County will respond to each question and each completed Contract Exception Form and will issue written addenda for any supplemental instructions or clarifications to the RFP or the Contract. All addenda will be posted in County's OpenGov Procurement Portal. Each proposer must acknowledge receipt of addenda as part of its proposal and is presumed to have read and be thoroughly familiar with the provisions of this RFP and its addenda.

5.3. HOW TO SUBMIT A PROPOSAL

The County only accepts electronic submittals through OpenGov Procurement. In order to submit a proposal, the proposer must be registered with OpenGov. The complete proposal must be uploaded in PDF format unless the RFP specifically states otherwise. Any proposal submitted after the due date and time will not be accepted by OpenGov and will not be considered. The County is not responsible for any delays in delivery or uploading of a proposal caused by any issues experienced in attempts to upload on OpenGov or caused by any other occurrence. A proposer should give sufficient time to address any delivery or uploading issues when it schedules the submittal of its proposal.

Proposals must be submitted in the format specified by the County in this RFP. Any erasures or other corrections to the County Forms must be explained or noted over the signature of the proposer. Forms containing any conditions, omissions, erasures, alterations, or irregularities of any kind, whether explained or noted or not, may be rejected by the County.

The documents listed within the Vendor Questionnaire must accompany any proposal submitted. A proposal submitted without the required documents may result in the County deeming the proposal non-responsive. The County reserves the right to request additional information from any proposer prior to award.

The County is not responsible for any expense incurred by a proposer in reviewing, evaluating, preparing, or submitting a proposal. Proposers are solely responsible for the entire expense of responding to this RFP.

5.4. WITHDRAWAL OF PROPOSALS

Modifications to or withdrawal of a proposal may be made up until the Due Date. Modifications and withdrawals must be documented in OpenGov in order to be recognized by the County. Error or negligence in preparing the proposal confers no right for withdrawal of the proposal after it has been opened.

5.5. ARITHMETIC DISCREPANCIES

For the purpose of evaluation of proposals, the following will be utilized in resolving arithmetic discrepancies found in any proposal:

- A. Obviously misplaced decimal points will be corrected.
- B. In case of discrepancy between unit price and extended price, the unit price will govern.
- C. Apparent errors in addition of lump sum and extended prices will be corrected.

5.6. PROPOSAL PREPARATION & SUBMITTAL EXPENSES

The County is not responsible for any expense incurred by a proposer in reviewing, evaluating, preparing, or submitting a proposal. Proposers are solely responsible for the entire expense of responding to this RFP.

5.7. CODE OF ETHICS

With respect to this RFP, if any proposer violates or is a party to a violation of the State of Florida Code of Ethics for Public Officers and Employees, Chapter 112, Part III, Florida Statutes, such proposer shall be disqualified from furnishing the goods or services for which the proposal is submitted and may be further disqualified from participating in future County procurement processes.

5.8. PROPOSAL OPENING; PROPOSAL SUBMITTALS

In accordance with Section 255.0518, Florida Statutes, the proposals will be opened at a public meeting, and the name of each proposer and the price submitted in the proposal will be announced at that meeting. However, in accordance with Section 119.071(1)(b)2, Florida Statutes, the sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from Section 119.07(1), Fla. Stat., and s. 24(a), Art. I of the State Constitution, until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

5.9. EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the provisions of Title VI of Civil Rights Act of 1964 and the Regulations of the Department of Commerce issued pursuant to such Act, no proposer will be discriminated against on the grounds of race, color, or national origin. In addition, in accordance with the provisions of the County's Procurement Policy, small and minority business enterprises, women's business enterprises and labor surplus area firms will be afforded full opportunity to submit responses to this RFP.

6. EVALUATION CRITERIA

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Knowledge, Experience and Qualifications of Personnel and the Firm</p> <p>A. A list of the persons who will be assigned to provide the Services with a description of their anticipated role, including identifying the primary contact to manage the Services.</p> <p>B. A resume for each person on the list that describes their experience, education, and qualifications to provide the Services.</p> <p>C. A list of projects/work of a similar nature that the firm or its personnel have been involved.</p>	Points Based	35 <i>(35% of Total)</i>
2.	<p>Approach to Services</p> <p>Proposer shall provide a written narrative explaining their intended approach and a proposed timeline for the completion of the Services with clear deadlines and specific action items identified for each phase of the project, including alternatives for providing effective stakeholder engagement and public participation and underrepresented members of our community.</p>	Points Based	30 <i>(30% of Total)</i>
3.	<p>Price Proposal</p> <p>Proposer shall describe basis for billing for the Services, such as a fixed fee for each Task or hourly rates with a not to exceed amount per Task. Please include time/cost for travel to public meetings. For Budget purposes, it is critical to the County to have a maximum cost for these Services.</p>	Points Based	30 <i>(30% of Total)</i>
4.	<p>Forms and Documents</p> <p>A. Completed Proposal Signature Form (with all Forms and required documents attached); and</p> <p>B. Copies of Certifications/Licenses (if any) of personnel who will be assigned to the Services.</p>	Points Based	5 <i>(5% of Total)</i>

7. VENDOR QUESTIONNAIRE

1. Proposal Documents (without Cost)*

Upload your proposal here.

Do not include any pricing information in your proposal.

*Response required

2. Pricing Proposal*

*Response required

3. Is Proposer a small or minority business, women's business enterprise, or labor surplus area firm? *

Yes

No

*Response required

4. Sworn Statement on Public Entity Crime*

Please download the below documents, complete, and upload.

- [SWORN STATEMENT ON PUBLIC E...](#)

*Response required

5. Non-Collusion Affidavit*

Please download the below documents, complete, and upload.

- [NON-COLLUSION.pdf](#)

*Response required

6. Drug-Free Workplace Certification*

Please download the below documents, complete, and upload.

- [DRUG-FREE WORKPLACE FORM.pdf](#)

*Response required

7. Anti-Human Trafficking Affidavit*

Please download the below documents, complete, and upload.

- [ANTI-HUMAN TRAFFICKING AFFI...](#)

*Response required

8. Do you have any conflicts of interest?*

Yes

No

*Response required

When equals "Yes"

8.1. Conflict of Interest Disclosure Statement*

Please download the below documents, complete, and upload.

- [CONFLICT OF INTEREST DISCLO...](#)

*Response required

9. Vendors on Scrutinized Companies List*

By clicking "Please confirm", the proposal proposer, certifies that it is not:

- A. listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes,
- B. engaged in a boycott of Israel,
- C. listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or
- D. engaged in business operations in Cuba or Syria.

Pursuant to section 287.135(5), Florida Statutes, the County may disqualify the proposal proper immediately or immediately terminate any agreement entered into for cause if the proposal proposer is found to have submitted a false certification as to the above or if the Contractor is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the County determines that the proposal proposer has submitted a false certification, the County will provide written notice to the proposal proposer. Unless the proposal proposer demonstrates in writing, within 90 calendar days of receipt of the notice, that the County's determination of false certification was made in error, the County shall bring a civil action against the proposal proposer. If the County's determination is upheld, a civil penalty shall apply, and the proposal proposer will be ineligible to propose on any Agreement with a Florida agency or local governmental entity for three years after the date of County's determination of false certification by proposal proposer.

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

Please confirm

*Response required

10. W-9 Copy*

*Response required

11. Certificate of Insurability*

Please download the below documents, complete, and upload.

*Response required

12. Evidence Qualified to Transact Business*

Upload your SunBiz Registration here.

*Response required

13. Copies of and Applicable/Current License/Certs*

*Response required