



Request for Proposals (RFP)
Guidelines and Instructions

Agent/Broker of Record Services for
Property, Casualty and Related Insurances

RFP #20-002

Deadline for Submissions: 2:00 PM – 09/30/2020

Children's Services Council of Palm Beach County (CSC)
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SECTION 1: RFP TIMELINE

08/26/2020 and 8/30/2020	Advertisement of RFP appears in the Palm Beach Post and Sun Sentinel
08/30/2020	Advertisement of RFP appears in the Miami Herald
08/25/2020 – 09/30/2020	RFP Guidelines and Instructions; Proposal Application are available on CSC website: www.cscpb.org/funding-opportunities
09/09/2020	RFP Virtual Information Session (<i>optional attendance</i>) Time: 10:00 AM Access available on CSC website: www.cscpb.org/events
09/21/2020	Deadline for submission of questions regarding clarification of RFP
09/23/2020	Final posting of questions and answers and/or clarification or addenda to RFP (if any) on CSC website www.cscpb.org/funding-opportunities
Please review Q&A and any addenda prior to Bid submission as it may affect the funding results www.cscpb.org/funding-opportunities	
09/30/2020	Technical Assistance with the online Proposal submission platform (Bids portal) powered by Foundant available until 10:00 AM
09/30/2020	RESPONSE DEADLINE – All RFP Proposals are due by 2:00 PM
09/30/2020	Proposal(s) opened publicly beginning at 2:30 PM Stage 1: CSC technical review of Proposal(s); verifies required documentation submitted
10/01/2020 – 10/16/2020	Stage 2A: CSC conducts due diligence and review of written Proposal(s)
10/16/2020	Notification by email to Proposer(s) selected for interviews, if needed, and list of those selected for interviews posted on CSC website: www.cscpb.org/funding-results
10/28/2020	Stage 2B: Interviews at CSC offices or virtually, if needed, are conducted with Proposer(s) selected through Stage 2A review process
10/28/2020	Notification by email to Proposer(s) selected/not selected for further contract discussion(s) and list of selected for further contract discussion(s) posted on CSC website: www.cscpb.org/funding-results

10/29/2020 – 11/17/2020	Stage 3: CSC conducts contract discussion(s) with Proposer selected through Stage 2B interview process
12/03/2020	Recommendation(s) submitted to the Council for approval, if needed
12/04/2020	Notice of Intent to award contract(s) posted on CSC website: www.cscpbcc.org/funding-results
01/04/2021	Contract Period Begins

CSC reserves the right to adjust the timeline and any adjustments will be made available on the CSC website.

SECTION 2: OUR MISSION AND VISION

2.1 About Children's Services Council

Children's Services Council of Palm Beach County is an independent special district established by Palm Beach County voters in 1986. Children's Services Council of Palm Beach County provides leadership, funding, services and research on behalf of Palm Beach County's children so they grow up healthy, safe and strong.

~ Mission

To plan, fund and evaluate prevention and early intervention programs and services, and promote public policies that benefit all Palm Beach County children and families.

~ Vision

All children grow up healthy, safe and strong.

~ Goals

Our four goals are that all children are:

- Born healthy
- Safe from abuse and neglect
- Ready for kindergarten
- Able to access quality afterschool and summer programming.

Children's Services Council of Palm Beach County (CSC) has a non-profit "arm," Prevention Partnerships for Children, Inc. (PPC) The purposes for which PPC is organized are exclusively charitable, cultural, scientific and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code. PPC is treated as a "special revenue fund" of CSC for accounting purposes and is included in the CSC annual audit. PPC Board members are the same as the CSC Council members. PPC has no employees.

In addition, CSC serves as the fiscal, administrative and programmatic agent for the Healthy Start Coalition of Palm Beach County, Inc. (HSC). HSC is a separate not-for-profit 501(c)(3). All activities of the HSC are carried out by CSC staff. HSC is authorized under the authority of the Florida Department of Health to implement the provisions of Florida's Healthy Start legislation within Palm Beach County. It is the intent of the Healthy Start legislation to establish a system of care guaranteeing that all women have access to prenatal care and that all infants have access to services that promote optimal growth and development. HSC has a Board of 7-12 members. HSC has no employees.

2.2 Racial and Ethnic Equity Impact Statement

Children's Services Council of Palm Beach County aspires to be an innovative and courageous leader supporting a community where ALL children and families are healthy, safe and strong. Our leadership involves not only promoting policies and practices that address racial and ethnic equity but also working to dismantle structural and institutional racism that harms our community's children.

We recognize that equity is not the same as equality. The path to equity requires that the community provide more support and resources to the families in our community that are challenged by compounding inequities based on their race and ethnicity - health, education, housing, economic opportunities, among others - that put them at a disadvantage and limit their ability to reach their full potential. CSC recognizes that it has an important role to play in this process. Our goal is that race and ethnicity are no longer predictors of life outcomes.

We commit to ensuring equity in terms of race, ethnicity, sexual orientation, gender, age, ability and other protected categories of individuals. However, we also recognize that race and ethnicity are some of the biggest predictors of long-term success. Therefore, we commit to ensuring racial and ethnic equity is embedded in our structure, policies, strategic planning, and advocacy efforts.

Promoting racial and ethnic equity is critical to truly making a difference in the lives of those we serve. To that end, we make a conscious and explicit effort to:

- Ensure our work focuses on the elimination of racial and ethnic disparities in child outcomes;
- Educate ourselves and others to improve understanding of implicit bias and the historical context of racial and ethnic inequities, which is vital to recognizing and dismantling barriers to improved outcomes;
- Critically examine CSC policies and practices using a racial equity lens and work to ensure that both their intent and impact will promote fairness and equity;
- Model as an organization the changes we want to see implemented throughout our community and advocate for the elimination of institutional and structural racism in systems we influence; and
- Serve our community's children through active engagement of their families, listening to their needs, understanding their strengths, and advocating for needed programs, services, and systems change.

SECTION 3: AGENT/BROKER OF RECORD SERVICES FOR PROPERTY, CASUALTY AND RELATED INSURANCE INTRODUCTION

3.1 Background

Children's Services Council of Palm Beach County is seeking to solicit formal written proposals from experienced and qualified individuals, corporations, partnerships and other legal entities licensed to provide insurance agent/broker of record services (herein referred to as 'Proposer' or 'Applicant') for the following insurance coverages for CSC and PPC, renewing primarily on May 1, 2021:

1. Public Officials and Employment Practices Liability
2. Property
3. Terrorism
4. Glass
5. Flood
6. Commercial General Liability
7. Commercial Automobile Liability
8. Umbrella
9. Cyber Liability
10. Workplace Violence
11. Workers' Compensation
12. Commercial Crime
13. Surety Bonds for Board members
14. Other Lines of Coverage as determined necessary

CSC, as administrative agent for the Healthy Start Coalition of Palm Beach County, Inc., is seeking coverage for HSC as noted below:

1. Directors and Officers Liability and Employment Practices Liability renewing on September 18, 2021
2. General Liability renewing on April 19, 2021

Our current annual premium for all coverages is approximately \$220,000.

3.2 Overview of CSC

The Council strategically focuses its investments in programs and services that support the physical, social-emotional and psychological development of children in order to reach our goals and reduce racial and ethnic disparities.

Supported by a blend of federal, state and local funding, our programs and systems are designed to achieve our goals by providing seamless, efficient, and accountable prevention and early intervention services to Palm Beach County's children and families. These systems include:

- ★ Healthy Beginnings, which provides comprehensive, integrated direct services to pregnant women, infants, and young children (ages 0 - 5 years).
- ★ Strong Minds and QIS, which provides services to increase the quality of child care and afterschool providers.
- ★ BRIDGES, which is a neighborhood-based strategy to achieve CSC's goals at a population level. BRIDGES address such issues as adult literacy, father involvement, maternal depression, teen pregnancy prevention, cyclical poverty and child development.

The Council believes that by offering families the right approach – and combinations of programs and services – at the right time, in the right place, we will achieve our goals. By strengthening the system of care, which is built upon sound research and strong data, we can achieve our child outcomes.

For additional information regarding CSC, please visit www.cscpb.org/about-us.

3.3 Scope of Services/Scope of Work

Responsibilities of the agent/broker (Broker) shall include but not be limited to the following, all or any of which the selected agent/broker may be asked to perform:

1. Market all coverages as requested by CSC.
2. Meet with appropriate CSC staff to fully understand the functioning and role of CSC as a special district that funds programs and services in Palm Beach County.
3. Analyze coverages existing at the time the Agreement between CSC and the selected Broker for adequacy, statutory compliance, and/or redundancy of coverages.
4. Recommend coverages or changes in coverage as considered necessary or advantageous to CSC on at least an annual basis.
5. Advise CSC on matters relating to any existing policies or proposed changes thereto.
6. Represent CSC as requested in communications with underwriters, claims adjusters, claimants, or other interested parties.
7. Provide a full range of services including, but not limited to, risk exposures, risk identification, written analysis, insurance placement, written recommendations, assistance with applications for coverage, alternative service delivery mechanisms or others as requested by CSC or

- deemed necessary by the Broker.
8. Review each insurance policy, binder, certificate or other insuring document to ensure wording is complete and correct.
 9. Analyze the insurance needs of CSC and provide recommendations for changes where appropriate or dictated by changing market conditions.
 10. Be available for consultation, whenever needed, in performing the services described herein.
 11. Advise CSC on insurance trends, insurance market conditions, large industry losses, financial stability of any insurance companies writing policies for CSC, or any other items having the potential to materially impact any insurance coverages carried by or claims processing services provided to CSC.
 12. Act as a resource to advise CSC in the areas of workers' compensation, EEO laws and other areas where expertise and guidance may be requested.
 13. Attend events concerning CSC's insurance matters including Council meetings, as required.
 14. Assist CSC in designing, implementing and administering safety programs for both CSC employees and facilities.

The Broker is responsible for representing CSC, PPC and HSC as needed, in all insurance related actions described above, including: insurance marketing, claims and administration and loss control. The Broker should serve as a resource to provide CSC with the most up to date knowledge of federal and state legislation regarding insurance. The Proposer will offer full disclosure of any and all corporate relationships, fees and commissions.

3.4 Minimum Requirements

In order to ensure Proposer possesses the minimum qualifications and/or experience needed to support CSC, Proposers must meet the following requirements:

- Be licensed by the State of Florida to sell insurance within the state and offer the full range of coverages required by CSC.
- At least one (1) of the individuals who will be assigned to the CSC account is a licensed agent.
- Provide three (3) references from current accounts, preferably governmental/public sector accounts.
- Participate in an interview process, upon request.
- Complete all required submission documents, sign and submit, as required.

3.5 Additional Considerations

- Have a minimum of seven (7) years' experience in the insurance industry, preferably in governmental/public sector.
- Have a minimum of three (3) qualified principals and/or management staff, each with a minimum of three (3) years' experience in the insurance industry, preferably with experience in governmental/public sector processes and marketing strategies.
- Submit a current resume or curriculum vitae for each individual who will be working to CSC.

3.6 Term of Contract

The successful Proposal will be awarded a contract for five (5) years beginning on or about January 4, 2021 – January 3, 2026.

3.7 Cost of Services

The successful Proposer will receive standard industry commissions on all policies bound during the term of the contract with CSC. The Proposer will be 100% transparent with CSC in regards to all commissions it receives.

SECTION 4: RFP PROTOCOL

4.1 Limitations of Contact

This Request for Proposals is issued by Children's Services Council of Palm Beach County. This contact email is the sole point of contact for this RFP: bidsadmin@cscpb.org.

All contact shall be by email only

Proposers are prohibited from contacting CSC staff members or Council members regarding this solicitation other than the email identified above. Any occurrence of a violation may result in the disqualification of the Proposer.

During the RFP period, Proposers must not submit any forms of marketing or promotional materials that may raise the Proposer's profile or give the Proposer the perception of an advantage or benefit.

4.2 Proposer Disqualification

Failure to have performed any contractual obligations with CSC in a manner satisfactory to CSC will be sufficient cause for disqualification. To be disqualified as a Proposer under this provision, the Proposer must have:

- ~ Previously failed to satisfactorily perform in a contract with CSC, been notified by CSC of unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of CSC; or
- ~ Had a contract terminated by CSC, by any other county or state agency, or by any Children's Services Council for cause.

4.3 Acceptance of Proposals

IMPORTANT: All completed Proposals must be submitted electronically through the online Proposal platform (Bids portal) powered by Foundant, located on the CSC Website: www.cscpb.org/funding-opportunities, no later than 2:00 PM on September 30, 2020. Any Proposals saved but not submitted will be considered ineligible.

Please ensure you allow ample time for the transmission of files. CSC is not responsible for Proposals received after the deadline. Proposals received after the deadline will not be considered.

Key Notes:

- ⦿ All Proposals are to be signed by an official/individual who is legally authorized to bind the Proposal to the proposed activity.
- ⦿ Acceptance by the online system does not verify that CSC has received a completed Proposal – that will be determined after opening all Proposals at the time set forth in Section 1: RFP Timeline.
- ⦿ No changes, modifications, or additions to the responses submitted will be accepted by or binding on CSC after the deadline for submissions has passed.

CSC reserves the right to reject any and all responses or to waive minor irregularities when doing so would be in the best interest of CSC. A *minor irregularity* is defined as a variation from the RFP terms and conditions that do not affect the substance of the proposal, or do not give the Proposer an advantage or benefit not enjoyed by other prospective Proposers, or do not adversely impact the interest of CSC.

SECTION 5: RFP PROCESS

5.1 Information Session

The purpose of the information session is to communicate a clear understanding of the scope of work, the requirements outlined in the RFP, and to provide an overview of the RFP documents.

Attendees will have an opportunity to ask questions about the RFP during this meeting. CSC will post a summary of all questions and answers conducted at this meeting on CSC's website:

www.cscpb.org/funding-opportunities.

RFP 20-002 Virtual Information Session – Attendance is optional

Date: September 9, 2020

Time: 10:00 AM

Access available on CSC website: www.cscpb.org/events

5.2 Inquiries

All inquiries requesting clarification regarding this RFP must be made in writing and emailed to bidsadmin@cscpb.org by September 21, 2020. Copies of responses to all inquiries that require clarifications and/or addenda to the RFP will be made available no later than 5:00 PM, September 23, 2020 on CSC's website.

5.3 Stage 1 Technical Review

CSC will verify required documentation through a technical review of Proposer(s) received by the deadline. The purpose of this meeting is to ensure submissions meet the requirements as stated in the RFP Guidelines and Instructions. **Submissions that do not include the requirements of the RFP will not move forward to Stage 2A Review Team Proposal Evaluation.**

5.4 Stage 2A Review Team Proposal Evaluation

The Proposals that have successfully passed the technical review and document inspection under Stage 1 (see Section 5.3) are now ready for a more thorough review, evaluation and rating by the Review Team. The Review Team will evaluate Proposals using the scoring criteria listed in Section 5.9 RFP Response Review and Selection Criteria.

5.5 Stage 2B Proposer Interview(s)

After completion of the scoring process based on the review criteria, CSC will determine which, if any, Proposers will be invited to participate in face-to-face/phone/virtual interviews.

5.6 Notice of Selected Proposer(s) for Interview(s)

CSC will post a list of selected Proposer(s) for interview(s), if necessary, on October 16, 2020 by 5:00 PM on the CSC website: www.cscpb.org/funding-results. CSC will also provide email notification to Proposer(s) selected for interview(s).

5.7 Stage 3 Contract Discussion(s)

CSC will meet with the approved Broker to review conditions of award of contract. The contract will be effective on or about January 4, 2021.

5.8 Notice of Selected Proposer For Contract Discussion(s)

CSC will post a list of qualified Proposer for contract discussions by 5:00 PM on October 28, 2020 on CSC's website: www.cscpb.org/funding-results. CSC will also provide email notification to Proposer(s) selected for contract discussion(s).

CHILDREN'S SERVICES COUNCIL RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS OR INFORMALLY NEGOTIATE CERTAIN PROVISIONS OF THE FINAL AGREEMENT WITH A QUALIFIED PROPOSER.

5.9 Response Review and Selection Criteria

Proposer selection will be based upon the following criteria:

Criteria	Points
Experience in providing services outlined in Scope of Services of Broker agency	1-35
Experience and Qualifications of Individuals Assigned	1-40
Availability to Perform the Requested Services	1-25
Total Possible Points	100*

*See section 6.7

SECTION 6: RFP RESPONSE

6.1 Instructions for Submitting a Response to the RFP

All Proposals must be submitted through the electronic online Proposal submission platform (Bids portal) powered by Foundant, located on the CSC Website: www.cscpb.org/funding-opportunities no later than 2:00 PM on September 30, 2020 per the deadline in the RFP.

First-Time Users Key Notes:

- ⦿ Submission of a Proposals for Agent/Broker of Record Services for Property, Casual and Related Insurances is a two-part process: 1) Create an Organizational Profile and 2) Complete and submit the Proposal following the steps listed in Section 6.2.
- ⦿ While there is no page limit for the Proposal, there are character limits for each question and answer.

Returning Users Key Notes:

- ⦿ Log in using the email/username and password used at the time of the last log in for your organization.
- ⦿ If that username is no longer associated with your organization, you will need to create a new account following the steps listed in Section 6.2.

All inquiries regarding clarification of Agent/Broker of Record Services for Property, Casual and Related Insurances must be directed to bidsadmin@cscpsc.org by September 21, 2020. Technical Assistance with the online proposal submission process will be made available until 10:00 AM, September 30, 2020. Contact bidsadmin@cscpsc.org in advance of the deadline if having trouble uploading documents. File size expectations and limits are noted within the online Proposal Application.

6.2 Registration and Submission of Proposal

In order to access the online system and submit a Proposal (referred to as 'Application' within the following user instructions), new users must register by clicking the Create New Account button on the Log On page.

Step-by-step instructions are listed below. Instructional Videos are also available by clicking on [Site Access and Account Creation](#) and [Apply for Funding](#).

Returning users, log in using the email/username and password used at the time of the last log in for your organization.



Logon Page

Email Address*

Password*

[Forgot your Password?](#)

Welcome to the Children's Services Council of Palm Beach County's (CSCPBC) Bids portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Please note, by creating an account in CSCPBC's Bids portal, you and your organization are consenting to receive e-mails from CSCPBC containing upcoming bids. If you do not want to receive these e-mails, please "Unsubscribe" from the first e-mail received.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

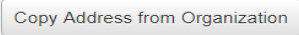
Not Sure? If you think that you or someone at your organization has already registered in our Bids portal, PLEASE do not create another account. If you require support, please contact the Operations team at bidsadmin@cscpsc.org.

CSCPBC.org | ADA

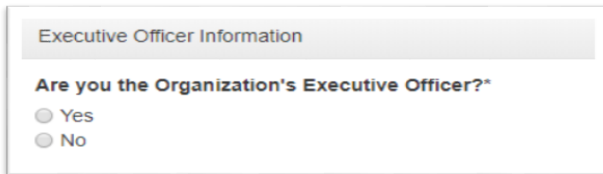
I. Organization, Firm, or Entity Information

Once all required fields are entered, select **"Next"** to go to the next section.

II. User Information - Captures the Applicant's information or the information of the person completing the registration process who will be submitting a request.

- If the Applicant and Organization's mailing address is the same, the **Copy Address from Organization** button can be utilized to automatically pull the information from the organization address fields into this section. 
- The email address entered in the **email/username** field becomes the **Applicant's Username** in the system.
 - An email address may only be registered into the system once, as the email address is the Applicant's unique identifier.
 - If the Applicant tries to re-register, or someone else attempts to register with an email address that is already registered in the system, an error message will appear and the email address will have to be changed before registration can be completed.
 - Use the "Previous" button at the bottom to navigate to previous sections. **DO NOT use the browser's "back" button; it will result in a loss of registration information up to that point.**

III. Executive Officer (Managing Partner) Information



- You will be asked "Are you the Organization's Executive Officer?"
 - If **Yes**, complete optional fields listed. Includes only the fields that were not answered on the "Your Information" section and then to the password creation section.
 - If **No**, provide the Managing Partner's information.
 - Entering the Managing Partner's email address does **NOT** create an accessible account for the contact. Instead, the Managing Partner will be listed as the organization's primary contact on the Organization Summary.

IV. Password Creation

- Password requirements are listed at the top of the page.
- Once the password is created, click on the **"Create Account"** button.
- Upon clicking **Create Account** an automatic email is sent to the email address entered in the **Your Information email/login** field.
- This email contains the Username, and is used as a confirmation that the Applicant's email system will receive emails sent from Children's Services Council of Palm Beach County with the email address of administrator@grantinterface.com. Confirm receipt of the automatic confirmation email once landing upon the **Confirmation Page** by selecting **"I have received the email"** and then click **"Continue"** to access the RFP Application site.
 - The confirmation email can be resent if necessary to ensure system emails are being received.
 - There is a link to a tutorial that will walk an Applicant through how to add Children's Services Council of Palm Beach County with the email address of administrator@grantinterface.com

email to their email provider's safe senders list, if Applicant is not receiving emails from the system.

V. Application Completion – An application may be started by clicking on the blue “Apply” button.

- Any fields marked with an asterisk (*) are **required** fields and must be completed prior to submitting an Application.
- The system will auto-save every 100 characters.
- Question groups are collapsible to reduce scrolling.
- Fields have character limits.
 - Responses that are longer than the set limit will be saved, **but** an error message will appear informing the Applicant that the limit has been exceeded.
 - Once the length of the response has been decreased in accordance with the limit, submission will be allowed.

VI. Save and Continue

- Even though the system is auto-saving, there is still a “Save” button at the bottom of the form.
- When “Save” is clicked, a confirmation page appears indicating the save was successful.
- When “Continue” is clicked, the Applicant is taken back into the form to continue working.
- Upon clicking save and exiting the system, a **draft** may still be accessed upon next log in.
- When “Edit” (to the right of the request) is clicked, Applicant can resume the Application.

Password

Passwords must be at least six characters long and may contain capital or lowercase letters, numbers, or any of the following special characters: !@#\$%&*()_

Password* Confirm Password*

Previous Create Account

VII. Application Submission

- Once the form is completed, an “Application Packet” may be downloaded. This is a copy of the Application questions and Applicant’s responses.
- If any required fields were not completed, or a response to a text question type is longer than the set limit, the system will not allow the form to be submitted.
 - An error message appears listing the fields that need to be completed or edited.
 - These fields are outlined in red so they are easy to identify as the Applicant scrolls through the form.
- When an Application is submitted successfully, the Applicant will receive a confirmation email.
 - An Applicant may click “Continue” to be taken to the dashboard in order to view their submitted request.
 - **Note that once an Application has been submitted, it can no longer be edited.**

6.3 Incomplete Responses

Failure to respond to any item, including providing requested information, or failure to follow these instructions shall be considered submission of an incomplete response and may result in disqualification from further consideration.

6.4 Response Format

Please Note: *Proposals will only be accepted via the electronic online application platform, located on the CSC Website www.cscpb.org/funding-opportunities. No other delivery formats will be accepted, including email, USPS, FedEx, UPS, or Hand-Delivery.*

6.5 Compliance with Section 287.133, Florida Statutes

In accordance with Section 287.133, Florida Statutes, persons and affiliates who have been placed on the convicted vendor list may not submit responses, contract with, or perform work (as a contractor, supplier, subcontractor or consultant) with CSC in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Any response received from a person, entity or affiliate who has been placed on the convicted vendor list shall be rejected by CSC as unresponsive and shall not be further evaluated.

6.6 Insurance Requirements

The Proposer shall furnish a Certificate of Insurance, naming the Council as an additional insured with respect to the Commercial General Liability, Cyber Liability and Technology.

Professionals Liability Errors and Omissions of at least \$1,000,000 each, as stated below no later than ten (10) days after award and prior to execution of the contract.

The successful Proposer(s) shall comply with the following insurance requirements:

- i. Commercial General Liability, Required \$1,000,000 per occurrence.
- ii. Workers' Compensation Insurance limits per applicable state statute. Required if Proposer has employees engaged in the performance of work under this Agreement.
- iii. Cyber Liability Insurance (including but not limited to, claims involving infringement of intellectual property, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security, with policy to provide coverage for breach response costs as well as regulatory fines and penalties), and Technology Professional Liability Errors and Omissions Insurance (with coverage sufficiently broad to respond to the duties and obligations as is undertaken by the Proposer including, but not limited to, claims involving infringement of intellectual property, invasion of privacy violations, information theft, release of private information, extortion and network security, with the policy to provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. The Policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the Council in the care, custody, or control of the Proposer. If not covered under the Proposer's liability policy, such "property" coverage of the Council may be endorsed onto the Proposer's Cyber Liability Policy as covered property as follows: Cyber Liability

coverage in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the Council that will be in the care, custody, or control of Proposer. \$1million per occurrence or claim, \$1 million aggregate for each Insurance.

6.7 Minority Business Enterprise

CSC is committed to providing equal opportunities to minority business enterprises as well as to all organizations, vendors, consultants, contractors and subcontractors who seek to do business with the CSC. CSC does not intend to require or to allow partiality toward or discrimination against any organization on the basis of gender, race or national origin, or other such factors, but seeks to create equitable opportunities for all qualified organizations to participate in the competitive procurement process. Consistent with this commitment, a certified minority business enterprise is awarded an additional 10 (ten) points to their final rating/score.

a) Definition of Minority

African-American (a person having origins in any of the Black racial groups of the African Diaspora, regardless of cultural origin)

Asian-American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778)

Hispanic-American (a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race)

Native American (a person who has origins in any of the Indian Tribes of North America before 1835)

b) Evidence of Minority Business Enterprise

Submission of certification as a minority business enterprise by a state agency, county or municipality.

6.8 Scrutinized Companies

Proposer certifies that it is not listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.473, Florida Statutes, nor is Proposer engaged in a boycott of Israel (as defined in 215.4725, F.S.). If selected to execute an Agreement as a result of the RFP, Proposer agrees, pursuant to section 287.135, F.S., that the Council may immediately terminate this Agreement if the Proposer is found to have submitted a false certification or if Proposer is placed on the Scrutinized Companies that Boycott Israel List, or is found to be engaged in a boycott of Israel during the term of the Agreement.

6.9 Public Records

Pursuant to Chapter 119 Florida Statutes, materials submitted by Proposers as well as the Proposal review materials will be open to public inspection, unless subject to a statutory exception.

6.10 E-Verify

Pursuant to Section 448.095 F.S. (2020) Proposer and any subcontractors used to carry out the duties and responsibilities in this RFP (and subsequent contract between CSC and Broker) shall register with and use the E-verify system to verify the work authorization for newly hired employees. The selected Proposer must obtain and retain an affidavit from any subcontractors stating that the subcontractor does not employ, contract with or subcontract with anyone who is not duly authorized to work in the United States.