

*RFP 2022-07 AGENT OF RECORD SERVICES
INSTRUCTIONS TO PROPOSERS*

Instructions to Proposers

Proposers interested in the Work are instructed to submit four (4) original hard copy and one (1) electronic copy (USB flash drive) of its complete proposal in accordance with this RFP, no later than **May 26, 2022 @ 3:00 P.M., Eastern Time** unless otherwise changed through an addendum to this RFP, to the Procurement Office at 3093 Crawfordville Highway, Crawfordville, FL 32327. Proposals received after this date and time will not be considered and shall be returned unopened. The USB flash drive will not be returned.

All Proposals and all attachments must be bound and delivered **SEALED** to the County at the address shown below no later than the time and date set for receipt of proposal. Deliver OR mail the proposal in a sealed envelope/package to:

**WAKULLA COUNTY PROCUREMENT OFFICE
ATTN: RFP # 2022-07
CHRISTY STRINGER
3093 CRAWFORDVILLE HIGHWAY
CRAWFORDVILLE, FL 32327**

The front lower left corner of each **SEALED** envelope/package shall contain the following information for proper identification:

AGENT OF RECORD SERVICES RFP # 2022-07 Attention: Christy Stringer DUE NO LATER THAN: MAY 26, 2022 @ 3:00 P.M.
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1. Include name and address of Proposer on each sealed envelope/package.
2. If Proposal is contained in multiple packages, number each sealed package sequentially, i.e., "1 of 3", "2 of 3", "3 of 3".

All Proposals received will be recorded and date stamped at the Wakulla County office located at 3093 Crawfordville Highway, Crawfordville, Florida.

Submission of Proposals by fax or other electronic means will not be accepted. Any proposals received after the stated time and date will not be considered. Late proposals shall not be opened at the public opening. Arrangements may be made for the unopened proposals to be returned at the Proposer's request and expense.

Proposals may be withdrawn or modified only by written notification from the Proposer prior to the time fixed for the opening of Proposals. Negligence on the part of the Proposer in preparing the Proposal confers no right for withdrawal of the Proposal after it has been opened.

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Proposal Shall Address

The Proposal should address the requirements in a clear and concise manner in the order stated herein.

Proposals must be divided as described below and must include the information/documents specified in the applicable divider. Proposals that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore unresponsive by the County.

The County reserves the right to seek additional/supplemental representation on specific issues as needed.

Proposals should be typed. No changes in or corrections to Proposals will be allowed after the Proposals are opened.

The signer of the Proposal must declare that the Proposal in all respects fair and in good faith without collusion or fraud and that the signer of the Proposal has the authority to bind the principal Proposer.

The County shall not be liable for any costs incurred by Proposer prior to entering into a contract. Therefore, all Proposers are encouraged to provide a simple, straightforward, and concise description of their ability to meet the RFP requirements.

PROPOSAL CONSTRUCTION

Proposer shall construct its Proposal in the following format as outlined and a divider must separate each section as prescribed.

TAB 1 – PROPOSAL TRANSMITTAL FORM ON THE FIRMS LETTERHEAD

All signatures must be by an individual with authority to legally bind the Proposer, witnessed, and corporate and/or notary seal (as applicable.) If the individual signing the Proposal Transmittal Form does not have apparent authority to legally bind the Proposer, attach documentation demonstrating such authority. The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Attach a copy of the web-page(s) from <http://www.sunbiz.org> as certification of this required information. Verify that all addenda and tax identification number have been provided. *Include Form No. 1, Proposal Transmittal Form*

TAB 2 – EXECUTIVE SUMMARY

This summary should be no more than three (3), front and back, pages. Include Form No. 2, Qualification Application and Questionnaire.

TAB 3 – LETTERS OF REFERENCE

Three reference letters from similarly situated communities or local governments dated

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2017 or later. Letters must be on the entities letterhead and signed by an authorized official and include a brief description of the project and results, date of the project and name of contact person, e-mail and phone number. *Include Form No. 3, Letters of Reference.*

TAB 4 – KEY STAFF

Summary of leadership and key staff, their role and experience that will be assigned to work with the County. Include behind the summary a resume of each staff listed in the summary with relevant information to the services be requested (limit one page, front and back, per person).

TAB 5 – APPROACH

Approach – Detailed description of how your organization will approach the services being requested.

TAB 6– REQUIRED FORMS DOCUMENTS AND CERTIFICATIONS

The following forms must be fully filled out and signed by a person with authority to bind the Proposer:

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| Form No. 4 | Indemnification and Hold Harmless Statement |
| Form No. 5 | Public Entity Crimes Sworn Statement |
| Form No. 6 | Equal Employment Opportunity/Affirmative Action Statement |
| Form No. 7 | Drug Free Workplace Certification |
| Form No. 8 | Conflicts of Interest Disclosure |
| Form No. 9 | Non-Collusion Affidavit |
| Form No. 10 | Ethics Clause & Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements |
| Form No. 11 | List of Proposed Sub-Contractors |
| Form No. 12 | Certification Regarding Debarment, Suspension, and Other Responsibility Matters -Primary Covered Transactions |
| Form No. 13 | E-Verify Certification |
| Form No. 14 | Insurance Certification |
| Form No. 15 | Comments on Proposed Contract |