

**HILLSBOROUGH COUNTY  
SHERIFF'S OFFICE**



**CHAD CHRONISTER, SHERIFF**

**REQUEST FOR PROPOSALS 2026-015  
PUBLIC ASSISTANCE GRANT FUNDING  
APPLICATION CONSULTANT SERVICES**

May 17, 2026

## **HILLSBOROUGH COUNTY SHERIFF'S OFFICE**



**CHAD CHRONISTER, SHERIFF**

Hillsborough County Sheriff's Office  
Sheriff's Operations Center  
Financial Services Division - Purchasing Section  
2008 East 8th Avenue.  
Tampa, FL 33605

Assigned Buyer: Robert Flamand, Contract Administrator  
[RFlamand@TeamHCSO.com](mailto:RFlamand@TeamHCSO.com)

### **INSTRUCTION TO SUPPLIERS**

Included herein are GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B), SCOPE OF SERVICES (PART C) and PROPOSAL RESPONSE (PART D), which together with all attachments, constitute the entire "Proposal Package." **Said Proposal Package must be the basis upon which all Proposals are offered and must be kept together and returned, intact, by the time and at the place specified herein.** The Supplier must manually sign the GENERAL TERMS AND CONDITIONS (PART A) and PROPOSAL RESPONSE (PART D). Any questions concerning this Request for Proposals (RFP) should be directed to the Buyer whose name appears above.

During award procedures, the RFP, its attachments, its amendments, and proposal package will become incorporated into an Agreement that becomes the "Contract Document". This Agreement will require the signatures of the Hillsborough County Sheriff's Office and the Supplier to become binding. A draft copy of the proposed Agreement and its terms and conditions are attached to this RFP for review. The final executed Agreement may have differing terms due to negotiations. **READ THE ENTIRE RFP PACKAGE CAREFULLY BEFORE SIGNING**

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<b>PROPOSED SCHEDULE OF EVENTS</b>	<b>DATE</b>
RFP Advertised / Posted to HCSO and OSD Websites	MAY 17, 2026
DEADLINE TO SUBMIT QUESTIONS	JUNE 1, 2026
DEADLINE TO SUBMIT PROPOSAL	JUNE 18, 2026 3:00 P.M. EDT
AWARD NOTIFICATION TARGET DATE	JULY 13, 2026

**HILLSBOROUGH COUNTY SHERIFF'S OFFICE**  
**2008 East 8th Avenue**  
**Tampa, Florida 33605**

**SOLICITATION OVERVIEW**

**SUBJECT:** Request for Proposals No. 2026-015

**RFP TITLE:** Public Assistance Grant Funding Application Consultant Services

**OPENING DATE & TIME:** **June 18, 2026, at 3:00 PM EDT**

**PLACE:** Hillsborough County Sheriff's Office  
Sheriff's Operations Center  
Financial Services Division - Purchasing Section  
2008 East 8th Avenue.  
Tampa, FL 33605

Request for Proposals Overview: The Hillsborough County Sheriff's Office (HCSO) is requesting proposals from qualified firms to provide post-disaster FEMA Public Assistance cost-recovery management services for past, current, and future emergency declarations. This includes assisting HCSO cost-recovery efforts under state and federal aid programs (FEMA and FDEM specifically), primarily for Category B (Emergency Protective Measures) activities, in accordance with the RFP requirements.

Any reference to the "Work" throughout this Proposal packet is defined to be inclusive of the Scope of Work and any related performance detailed herein.

## PART A - GENERAL TERMS AND CONDITIONS

1. **PROPOSAL SUBMISSION:** All Proposals must be submitted electronically through Euna OpenBids at: <https://www.demandstar.com/app/agencies/florida/hillsborough-county-sheriff-s-office/procurement-opportunities/2edd7caf-d5b9-4fbd-97d1-e8820498d3ef>

Submissions delivered by mail, courier, or in-person will not be accepted and will not be considered responsive. It is the sole responsibility of the Supplier to ensure that the electronic submission is complete, successfully uploaded, and received before the proposal deadline indicated in this RFP. Late submissions will not be accepted.

Failure to reference or return any specifications included in the RFP will be interpreted as acknowledgment that all requirements have been reviewed and accepted unless clearly stated otherwise in the Proposal Response (Part D).

2. **PROPOSAL DELIVERY:** All proposal submissions must be made exclusively through the Euna OpenBids platform by the deadline indicated in this RFP. Suppliers are encouraged to upload their submission files early and confirm receipt through Euna OpenBids confirmation tools. The HCSO will not be responsible for technical issues, upload delays, or incomplete file transfers encountered by the Supplier. No other method of submission will be accepted.
3. **QUESTION SUBMISSION:** The HCSO invites interested Suppliers to submit questions regarding the solicitation. Questions can be submitted to the Assigned Buyer listed on page 2 until the Question Submission Deadline listed in the Timeline of Events. Questions shall be answered in accordance with the Timeline of Events. All questions submitted, and associated answers, will be posted to the HCSO's public site. Suppliers shall not contact any other employee of the HCSO for information with respect to this solicitation. Each Supplier is responsible for monitoring the HCSO's public posting for new or changing information. HCSO shall not be bound by any verbal information or by any written information that is not contained in the solicitation documents or formally noticed and issued by the HCSO's purchasing department. Questions to the Procurement Office or to any HCSO personnel shall not constitute formal protest of the specifications or of the solicitation, a process addressed in Part A, paragraph 14 of the solicitation. Suppliers are strongly encouraged to raise any questions or concerns regarding this RFP, including the proposed Contract terms and conditions, during the open question period.
4. **ON-LINE DOCUMENTS:** The HCSO publishes procurement-related documents on its website at <https://TeamHCSO.com/Purchasing> and [www.DemandStar.com](http://www.DemandStar.com) for the convenience of companies wanting to do business with the HCSO and to save tax dollars. This service is public record and the HCSO is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a bid.
5. **CONTRACT DOCUMENTS:** During award procedures, the RFP, its attachments, its amendments, and Proposal submitted by the Supplier will become incorporated into an agreement that becomes the "Contract Document." This agreement will require the signatures

of the Supplier and either the signature of the Sheriff, Chief Deputy, or the Chief Financial Officer to become binding. A draft copy of the proposed agreement and its terms and conditions are attached to this RFP for review. The final executed agreement may have differing terms due to corrections and/or negotiations. All Proposals become the property of the HCSO and will not be returned to the Supplier. The HCSO reserves the right to clarify any contractual relationship in writing with the Supplier, and such written clarification shall govern in case of conflict with the applicable requirements stated in the Bid or the Supplier's response. In all other matters not affected by the written clarification, if any, the RFP, and all amendments thereto shall govern. The Supplier is cautioned that their Proposal shall be subject to acceptance without further clarification.

The Supplier selected for award of a contract will be required to execute a written agreement with HCSO (see attached Exhibit A). Only those modifications the Supplier indicates in its response will be available for discussion. Much of the language in the Contract reflects State of Florida and HCSO legal requirements and cannot be altered. Numerous and/or onerous exceptions that contradict Florida law or HCSO Policy may result in the Proposal being disqualified from further review and evaluation.

To request a modification to the Contract terms, conditions, or specifications, a Supplier must submit the requested modifications or exceptions to the award contract along with the exceptions to bid, see Part B Paragraph 21 for more information. Requested modifications to contract terms can either be included in Part D Paragraph 1 or be submitted on a separate page in the proposal. Exceptions must:

A. Clearly identify the affected article and section, and

B. Clearly note what language is requested to be modified. Unclear requests will be automatically denied.

Only those exceptions that have been accepted by HCSO will be included in the Contract Document provided to the Supplier for signature.

If a Supplier receives a contract award resulting from this solicitation it will have up to 30 days to sign and return the contract. After that time, at HCSO's sole discretion, the contract award may be revoked.

6. **TIME FOR CONSIDERATION:** Supplier warrants, by virtue of submitting, the contents quoted in their response will be good for an evaluation period of 60 calendar days from the date of RFP opening unless otherwise stated. Suppliers will not be allowed to withdraw or modify their RFP after the opening time and date.
7. **PRICES:** The HCSO is exempt from all state sales, use, transportation, and excise taxes. The HCSO will issue tax exemption certificates to the Qualified Suppliers upon request.

**The Supplier's attention is directed to the laws of the State of Florida including, but not limited to, Chapter 212, Florida Statutes, which applies to all transactions resulting from this RFP, and that all applicable taxes and fees shall be deemed to have been**

**included in any subsequent project proposal(s) as part of the cost, when applicable.**

8. **ERRORS**: When errors are found in the extension of Proposal prices, the unit price will govern. Proposals having erasures or corrections must be initialed in ink by the Supplier.
9. **PROPOSAL COSTS**: Submittal of a Proposal is solely at the cost of the Supplier and the HCSO in no way is liable or obligates itself for any cost incurred by the Supplier in preparing the Proposal Package.
10. **NO PARTICIPATION**: If you do not wish to submit a response to the RFP, please return the STATEMENT OF NO PARTICIPATION herein as APPENDIX II. The “No Participation” information is helpful to the process and assures the HCSO you wish to remain on the available HCSO Supplier List.
11. **LAWS, STATUTES, AND ORDINANCES**: The terms and conditions of the RFP and the resulting Agreement shall be construed in accordance with the laws and statutes of the State of Florida and ordinances and other regulations of Hillsborough County. Where such statutes and regulations are referenced, they shall be interpreted to apply to this RFP and to the resulting Agreement. While the Sheriff is not bound by Chapter 287, Florida Statutes, in the spirit of fair dealing and just opportunity, the HCSO endeavors to meet the directives and business practices articulated in the Chapter.

The Supplier’s attention is directed to the fact that all applicable federal, state, and local laws, ordinances, codes, rules, and regulations shall apply to the contract throughout and they will be deemed to be included in the contract the same as though herein written. Florida law will govern all questions concerning implementation and execution of this contract and shall also be controlling in any cause of action brought pursuant to this contract.

The Awarded Supplier agrees that it shall observe and obey all the laws, ordinances, regulations, and rules of the federal, state, county and city which may be applicable to its services.

12. **FAMILIARITY WITH LAW**: The Supplier is required to be familiar with all federal, state, and local laws, ordinances, rules, codes, and regulations that in any manner affect the Work. Ignorance on the part of the Supplier will in no way relieve them from responsibility.
13. **APPROPRIATION OF FUNDS**: The HCSO, as an entity of local government, is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of any contract entered into as a result of this Proposal for each and every fiscal year following the fiscal year in which this Contract is executed and entered into, and for which the Contract shall remain in effect. The HCSO shall, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance under the Contract, provide prompt written notice of such event and effective 30 calendar days after the giving of such notice, or upon the expiration of the period of time for which funds were appropriated, whichever occurs first, be thereafter released of all further obligations in any way related to such Contract.

14. **PROTESTS**: Any Supplier who disputes the reasonableness or appropriateness of the notice of award, or notice of rejection, for any or all Proposal Package(s) must submit a notice of protest in writing within 72 hours (excluding HCSO holidays, Saturdays, and Sundays) of the notice of award to the HCSO Purchasing Section by registered mail or hand delivery for which a receipt must be provided.
- a. The HCSO will have five (5) business days upon receipt of the notice to review and consider the protest as written. The Buyer will coordinate the review process with the parties involved and may request additional information from the Supplier or request a meeting to gain further clarification of the issues. Upon completion of this review process, the Buyer will make a recommendation to the Chief Financial Officer (CFO).
  - b. The CFO may concur with the recommendation or arrive at a separate decision. The decision of the CFO will be communicated to the Supplier in writing. This decision, and the basis upon which it was made, will be communicated to the Supplier within five (5) business days following the receipt of the recommendation from the Purchasing Section. A single appeal of the CFO's decision is available by submitting a notice in writing within 72 hours (excluding HCSO holidays, Saturdays, and Sundays) requesting a management review of the decision. Final decision of an appeal will be made by the Sheriff.
15. **INDEMNIFICATION**: The Awarded Supplier(s) will indemnify and hold harmless the HCSO and its employees and agents from and against all liabilities, claims, damages, losses, and expenses, including attorney's fees arising out of or resulting from the performance of its Work, provided that any such liability, claim, damage, loss, or expense is (a) attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting there from and (b) is cause in whole, or in part, by the act or omission of the Awarded Supplier(s), any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, whether or not it is caused in whole, or in part, by a party indemnified hereunder.

In any and all claims against the HCSO or any of its agents or employees by any employee of the Supplier, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under the previous paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the Supplier or any Subcontractor under worker's compensation acts, disability benefit acts, or other employee benefit acts.

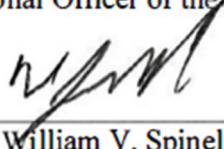
16. **PUBLIC ENTITY CRIMES:** Pursuant to §287.132-133, *Fla. Stats.*, the HCSO, as a public entity, may not accept any bid, proposal or reply from, award any Contract to, or transact any business in excess of the threshold amount provided in §287.017, *Fla. Stat.*, for Category Two (\$35,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that the person or affiliate was placed on the convicted vendor list, unless that person or affiliate has been removed from the list pursuant to §287.133 (3)(f), *Fla. Stat.* If you submit a proposal in response to this RFP, you are certifying that §287.132-.133, *Fla. Stats.*, does not restrict your submission.
17. **PUBLIC RECORDS:** Any material submitted in response to this RFP will become a public document pursuant to §119.07, *Fla. Stat.* This includes material which the respondent might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to §119.07, *Fla. Stat.* The Supplier agrees to comply with §119.0701, *Fla. Stat.*, regarding maintenance and provision of access to all public records generated by this Contract with the HCSO.

The HCSO requires that, at the conclusion of the selection process, the contents of all Proposal packages be placed in the public domain and be open to inspection by interested parties. Any restrictions on the use of data contained within a Proposal must be clearly stated in the Proposal itself. Proprietary information submitted in response to the RFP will be handled in accordance with applicable *Florida Statutes*.

**If the Supplier has questions regarding the application of Chapter 119, Florida Statutes, to the Supplier's duty to provide public records relating to this Agreement, contact the custodian of public records at: Hillsborough County Sheriff's Office, Sheriff's Operations Center, ATTN: Records Section, 1900 East 9<sup>th</sup> Avenue, Tampa, Florida 33605, (813) 247-0960 or at [Rec\\_Request@HCSO.Tampa.FL.US](mailto:Rec_Request@HCSO.Tampa.FL.US).**

Chad Chronister,  
Sheriff of Hillsborough County,  
A Constitutional Officer of the State of Florida

By: \_\_\_\_\_

  
William V. Spinelli, CPA  
Chief Financial Officer

**SIGNATURE OF ACKNOWLEDGMENT**

The General Terms and Conditions outlined above are acknowledged. Our Proposal Package is attached.

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Supplier Name

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Supplier Officer Name (Printed)

Title

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Supplier Officer Signature

Date

Note: This page must be returned with your Proposal response. Each Supplier's response, and any clarifications to that response, as well as all amendments or addenda to this document shall be signed by an officer of the Supplier or a designated agent empowered to bind the Supplier in Contract.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

## PART B - SPECIAL PROVISIONS

1. **COMMUNICATION BETWEEN PARTIES:** All questions in regard to this Proposal are to be directed, in writing, to the Assigned Buyer as listed on page 2, Instructions to Suppliers. No communication is allowed, either directly or indirectly, with any other HCSO employee in regard to this RFP prior to the notice of award. If you would like to contact the Assigned Buyer by phone, please send them an email and ask for a number to contact them at.

In the interest of public access, all documents relating to this RFP will be posted to the HCSO website at <https://TeamHCSO.com/Purchasing> and Euna OpenBids. This will include Question & Answer (Q&A), amendments, addenda, etc. Posting documents to the Euna OpenBids is considered the official method of notification regardless of other notification methods the Buyer utilizes for convenience of the parties involved. Award Notifications posted to Demand Star will govern when determining the start and end of the protest period.

2. **THE SUPPLIER PACKET:** The completed APPENDIX I must be returned with your RFP Response along with copies of Hillsborough County Business Tax Receipt, other local government, state, or county business license(s). Suppliers can obtain information about the license at: <http://www.hillstax.org/occweb/default.asp>. Current Certificates of Insurance for Liability and Workers Compensation may be requested prior to award. ACH is the approved method of payment, and APPENDIX I requires a secondary method of verification in the form of a voided check, voided deposit slip, or Letter from applicable Financial Institution.
3. **SUPPLIER QUALIFICATIONS:** Proposals shall be considered only from those who can clearly demonstrate to the HCSO a professional ability to perform the type of work specified within the Proposal. Suppliers must be able to demonstrate adequate organization, financial backing, equipment, and personnel to ensure continuous provision of quality service to the HCSO. In the determination of the evidence of responsibility and ability to perform the contract by the Supplier, the HCSO reserves the right to investigate the financial condition, experience and training records, personnel, equipment, facilities, and organization of the Supplier. The HCSO shall determine whether the evidence of responsibility and ability to perform is satisfactory and will make awards only when such evidence is deemed satisfactory. The Sheriff reserves the right to reject a Proposal when evidence indicates the inability to perform the work specified within the RFP
4. **CERTIFICATE OF INSURANCE:** No Work shall commence in connection with this Contract until the Awarded Supplier and any Subcontractor(s) have met the insurance requirements listed below and obtained approval of such by the HCSO. These policies, obtained at the Supplier's own expense, shall show Chad Chronister, Sheriff, as additional named insured; include the severability of interest provision; provide that all liability coverage required under Contract are primary to any liability insurance carried or any self-insured programs of the Sheriff; and shall be maintained throughout the life of this Contract. All insurance policies shall be with insurers qualified and doing business in the State of Florida. The HCSO must be notified within sixty calendar days of cancellation, non-renewal, or change in the insurance coverage.
  - a. **Worker's Compensation Insurance:** Worker's Compensation Insurance must meet statutory minimum requirements for all employees connected with the Work of this project and in case any Work is sublet, the Awarded Supplier shall require the Subcontractor similarly to provide Worker's Compensation Insurance for all the latter's employees unless such employees are



5. **E-VERIFY REQUIREMENT:** Pursuant to §448.095, *Fla. Stat.*, the Sheriff requires the Awarded Supplier(s), and any and all Subcontractors, if permitted by Agreement, to register with and use the E-Verify system to verify the Work authorization status of all newly hired employees. If the Awarded Supplier(s) enters into a Contract with a Subcontractor, the Subcontractor must provide the Awarded Supplier(s) with an affidavit stating that the Subcontractor does not employ, Contract with, or subcontract with an unauthorized alien. The Awarded Supplier(s) shall maintain a copy of such affidavit for the duration of the Contract. If the Sheriff has a good faith belief that the Awarded Supplier(s) has knowingly violated §448.09(1), *Fla. Stat.*, the Contract will be terminated. If the Sheriff has a good faith belief that a Subcontractor knowingly violated this subsection, but the Awarded Supplier(s) otherwise complied with this subsection, the Sheriff will promptly notify the Awarded Supplier(s) and order the Awarded Supplier(s) to immediately terminate the Contract with the Subcontractor. Termination of any and all Contracts and/or subcontracts as provided above, does not constitute a breach of Contract and may not be considered as such. If the Sheriff terminates a Contract with an Awarded Supplier(s) as provided above, the Awarded Supplier(s) may not be awarded a Contract for at least one (1) year after the date on which the Contract was terminated. The Awarded Supplier(s) is liable for any additional costs incurred by the Sheriff as a result of the termination of a Contract.

6. **SUBCONTRACTING:** The Awarded Supplier(s) may not sublet or subcontract any of the contractual obligations concerning this RFP matter except as provided for in the written Contract between the HCSO and the Awarded Supplier(s). This provision expressly prohibits subcontracting overall management obligations pertaining to the Work and requires the Awarded Supplier(s) to retain ultimate liability for all contractual obligations under the Agreement.

The Awarded Supplier(s) shall be solely responsible for the selection, management, direction, and oversight of any and all Subcontractors used in the performance of this Contract. The Awarded Supplier(s) shall ensure that all Subcontractors comply fully with the terms and conditions of the Contract. Any act, omission, or failure of a Subcontractor shall be deemed the act, omission, or failure of the Awarded Supplier(s), and shall not relieve the Awarded Supplier(s) of any contractual responsibility or liability.

The HCSO will not manage or provide direct instruction, oversight, or communication to Subcontractors. It is the sole responsibility of the Awarded Supplier(s) to coordinate and manage all Subcontractor activities and ensure they are fully informed of all contractual requirements. However, if situationally necessary, the HCSO may communicate directly with Subcontractors, but only upon mutual Agreement with the Awarded Supplier(s). Such communications shall not alter or diminish the Awarded Supplier's responsibilities or liabilities under the Contract.

Failure by the Awarded Supplier(s) to effectively manage, supervise, or ensure compliance by its Subcontractors shall be considered a breach of Contract. In such cases, the HCSO reserves the right to pursue any and all remedies available under the Awarded Contract, including but not limited to corrective action, withholding of payments, or termination of the Agreement.

7. **CONFLICT OF INTEREST:** The Supplier agrees to disclose any organizational conflict of interest, perceived or real, for evaluation of HCSO's compliance with §112.313, *Fla. Stat.*, regarding standards of conduct for public officers, employees of agencies, and local government

attorneys.

No HCSO employee acting in an official capacity, as a purchasing agent, or public officer, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for HCSO from any business entity of which the officer, partner, director, or proprietor, or in which such officer or employee or the officer’s or employee’s spouse or child, or any combination thereof, has a material (>5%) interest. An officer or employee is also prohibited from having an employment or contractual relationship that creates a continuing or recurring conflict between their private interest and the performance of their HCSO public duties.

8. **EVALUATION OF PROPOSALS:** Initially all Proposals submitted will be reviewed to determine if the Supplier is both responsive in terms of the completeness of the Proposal package and responsible in that proof of a legal, legitimate business enterprise has been provided along with any other qualifications stipulated. Proposals determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation.

Proposals determined to have met the minimum requirements will then be evaluated based on the following weighted criteria. These criteria relate directly to information required in the PROPOSAL RESPONSE (PART D) and are presented in the same outline. It is therefore important to maintain the organization of your response as outlined so the evaluators may easily locate the required documents. The PROPOSAL RESPONSE (PART D) offers details of the criteria below.

	<u>Points</u>
A. Cost of goods and services	20
B. Technical Approach	30
C. Experience and Qualifications of Staff	25
D. References	10
E. Firm Industry Experience	15
Total	<u>100</u>

An evaluation committee consisting of a minimum of three (3) persons will be convened. Each committee member will independently read and score all eligible proposals. Any clarifications requested by a committee member will be presented to the Supplier through the Assigned Buyer. When all evaluations are complete, the Assigned Buyer will tabulate the results providing a scoring matrix indicating the group's collective ranking of each Supplier. The Assigned Buyer will present the composite evaluation results to the committee members, who may then submit their recommendation in accordance with the results of the scoring, or if deemed in the best interest of the HCSO, request a Best and Final Offer from the top ranked firms.

9. **ORAL PRESENTATION:** HCSO may, at its sole discretion, request oral presentations from one or more Suppliers prior to award for the purpose of clarification and evaluation. If requested, oral presentations shall be scheduled by HCSO, and the Supplier shall participate at no additional cost to HCSO. HCSO reserves the right to make an award with or without requesting or conducting oral presentations.

10. **BEST AND FINAL OFFER:** The HCSO reserves the right to request a Best and Final Offer (BAFO) from any or all Suppliers. A BAFO may be requested as an optional step in the selection process. Useful situations include but are not limited to the following: no single response addresses all the specifications; the cost submitted by all Suppliers is too high; the scores of two (2) or more Suppliers are very close after the evaluation process; all Suppliers submitted responses that are unclear or deficient in one or more areas.

The evaluation committee determines if the BAFO process will be conducted and who will receive the solicitation. All or any number of Suppliers may be solicited, but only those Supplier(s) most likely to be awarded a contract are to be included. The evaluation committee will develop the aspects of the Proposal to be addressed in the BAFO. They may ask for enhancements of core components of the RFP but will maintain the integrity of the original Scope of Work.

BAFO solicitations will be made in writing. Suppliers may be asked to provide additional clarification to specific sections of their response, or to rework their Proposal content or pricing. Information will be given as to how the BAFO will be evaluated. The HCSO will not identify either the current rank of any Supplier(s) or the lowest costs proposed until after the evaluation of each BAFO submitted. If a Supplier does not wish to submit a BAFO offer, they may submit a written response stating their response remains as originally submitted.

The Assigned Buyer will be responsible for all communication to and from Suppliers regarding the BAFO solicitation. All responses must be returned to the Assigned Buyer. Suppliers may also be requested to make an oral presentation to the evaluation committee. The written BAFO solicitation will include submission requirements and a deadline date and time by which the BAFO must be returned to the Assigned Buyer.

At the option of the HCSO this negotiation process with the highest ranked Suppliers may continue until a satisfactory contract is successfully negotiated.

11. **AWARD:** Award shall be made to the most Responsive Proposal and Responsible Supplier meeting specifications, price and other factors considered. The HCSO reserves the right to award by line item or by overall total, whichever is deemed in the best interest of the HCSO. Award may be made to more than one (1) Supplier to ensure that work is completed in a timely manner.
- a. Award will be dependent upon the determination that the Proposals are responsive, Suppliers are responsible, evaluation criteria stated in the Proposal document and any other evaluation criteria deemed relevant and beneficial. Proposals and Suppliers determined to be deficient in either responsiveness or responsibility may be rejected without further evaluation. Tabulation of the Proposal prices and Supplier rankings, if applicable, will be published at the time of Award.
  - b. Notification of Award will be sent to the Supplier receiving the Award. Proposal results will be published on the HCSO website: <https://TeamHCSO.com/Purchasing>.
  - c. In the event two (2) or more Suppliers have submitted the lowest and best proposals, preference may be given in the award in the following order: first, to the Supplier who has their principal place of business in Hillsborough County; second, to the Supplier who has a

place of business in Hillsborough County; and third, if the Suppliers involved in the "tie proposal" situation are all located inside/outside Hillsborough County, the toss of a coin may be used to break the tie.

12. PRIOR PERFORMANCE WITH HCSO: In addition to the evaluation criteria stated in this Solicitation, HCSO reserves the right to consider a Supplier's prior performance, if any, on current or previous contracts, projects, purchase orders, or other engagements with HCSO in determining the Supplier's responsibility, overall suitability for award, and whether award is in the best interest of HCSO. Nothing in this provision requires HCSO to assign a specific point value to prior performance, and HCSO may consider such information irrespective of the stated evaluation criteria when determining responsibility, making award, or deciding that rejection of a Proposal is in the best interest of HCSO.
13. PROPOSAL OPENING: Proposals will be opened electronically via the Euna OpenBids platform.
14. CONTRACT PERIOD: The resulting Award from this RFP may be effective for one (1) year from the date of award. By written mutual consent between the HCSO and the Awarded Supplier, the Contract may be extended up to three (3) additional one (1) year periods.
15. ACCEPTANCE AND REJECTION: The HCSO reserves the right to reject any or all Proposals, for cause, to waive irregularities, if any, and to accept the Proposal (or Proposals) which, in the judgment of the Sheriff, are in the best interest of the HCSO. The HCSO reserves the right to evaluate, add, and/or reject any items from any Proposal options or resulting contract(s) when deemed to be in the best interest of the HCSO.
16. ADDITION/DELETION: The HCSO reserves the right to add or delete any items from this Proposal or resulting Contract(s) when deemed to be in the best interest of the HCSO. Any additions or deletions to the Proposal will be considered amendments. Any additions or deletions to the Contract will constitute a Change Order and must be executed in writing and approved by the Chief Financial Officer (CFO). The Change Order will consist of a memo to the CFO describing the justification for the item addition accompanied by the Awarded Supplier's written, fixed price quote for each item to be added. If approved by the CFO, the item will be added to the Contract and recorded on the original Proposal tabulation/price sheet.
17. CANCELATION: When deemed to be in the best interest of the HCSO, any Agreement(s) resulting from this RFP may be canceled by the following means:
  - a. 10 calendar days' written notice with cause, or
  - b. 30 calendar days' written notice without cause.

If it becomes necessary to terminate the Contract without cause, all items and/or materials provided through the date of receipt of written notice of cancelation may be invoiced to the HCSO and will be considered for payment providing documentation of said expenses are forwarded with the request for payment. An award may be made to the next best responsive Proposal and responsible Supplier based on evaluation, or articles specified may be purchased on the open

market similar to those so terminated.

18. **ASSIGNMENT:** The Awarded Supplier(s) will not assign, transfer, convey, or otherwise dispose of this Agreement or any part thereof, or of its right title or interest therein or its power to execute this Agreement or any amendment or modification hereto, to any other person, company, or corporation, without prior written consent of the HCSO. Sale of a majority of corporate stocks, filing for bankruptcy or reorganization shall be considered an assignment.
19. **DEFAULT:** The Contract may be canceled or nullified by the HCSO's CFO in whole, or in part, by written notice of default to the Awarded Supplier(s) upon non-performance or violation of Contract terms. An award may be made to the next best responsive Proposal and responsible Supplier based on evaluation, or articles specified may be purchased on the open market similar to those so terminated. Failure of the Awarded Supplier to deliver materials, or items within the time stipulated in this Proposal, unless extended in writing by the Financial Services Division, shall constitute Contract default. Awarded Suppliers who default on contracts may be removed from the HCSO Vendor List and determined ineligible for future contracts at the discretion of the CFO.
20. **INVOICING AND PAYMENTS:** The Awarded Supplier shall submit invoices no more frequently than monthly (unless otherwise authorized in writing by HCSO). Each invoice shall be sufficiently itemized to permit audit and shall include, at a minimum: the date, number of hours worked, staff member name, hourly rate, labor type/category, description of work performed, and the individual FEMA project to which the work relates (and, where available, the associated disaster number and Grants Portal project number). The Awarded Supplier shall provide such supporting documentation as HCSO reasonably requires for review and audit purposes.

HCSO will diligently review each invoice upon receipt. When HCSO finds the invoice acceptable and finds the products and services acceptable, payment will be made within thirty (30) days after receipt of the invoice, subject to lawful appropriation and applicable HCSO payment procedures. HCSO reserves the right to withhold amounts in the event of nonperformance. The Awarded Supplier must, without additional compensation, correct and revise any errors, omissions, or other deficiencies in its work product, services, or materials arising from Consultant's error, omission, or negligent act.

Invoices shall be e-mailed to [AccountsPayable@HCSO.tampa.fl.us](mailto:AccountsPayable@HCSO.tampa.fl.us).

Automated Clearing House (ACH) and HCSO Purchasing Card are the accepted methods of payment; please inquire at (813) 247-8276 or [AccountsPayable@HCSO.tampa.fl.us](mailto:AccountsPayable@HCSO.tampa.fl.us).

Payment shall be made in accordance with Chapter 218, Part VII, Florida Statutes, which states the Supplier's rights and the HCSO's responsibilities concerning interest penalties and time limits for payment of invoices. Timely payment of invoices is incumbent upon the HCSO and in no case shall payment exceed 30 calendar days from date of receipt of a properly approved application/invoice.

Payments may be withheld because of any of the following conditions:

- a. Defective Work not corrected.
  - b. Failure of the Supplier to make payments for materials, labor, equipment, or services.
  - c. Continued failure to perform the Work in accordance with the terms and conditions set forth in this Agreement.
  - d. Legal or other claims by third parties relating to the Work performed under the Contract Documents.
21. **EXCEPTIONS TO PROPOSAL**: All Proposal Responses must clearly state with specific detail all deviations to the requirements imposed upon the Proposal by the GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B), and SPECIFICATIONS (PART C). Such deviations should be stated upon the PROPOSAL RESPONSE (PART D) or appended thereto. Suppliers are hereby advised that the HCSO will only consider Proposal Responses that meet the specifications and other requirements imposed upon them by this Proposal. In instances where an exception is stated upon the PROPOSAL RESPONSE (PART D), said Proposal Response will be subject to rejection by the HCSO in recognition of the fact that said Proposal Response does not meet the exact requirements imposed upon the Supplier by the GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B), and SPECIFICATIONS (PART C).
22. **SUPPLIER DIVERSITY**: Sheriff's Office shall comply with, and shall cause each of its third-party Contractors, suppliers, and professionals to comply with, all applicable laws, regulations, codes, and rules governing the design, construction, and completion of the components of the Project, including but not limited to, those relating to the Americans with Disabilities Act (ADA). To ensure the maximum participation in posted HCSO solicitations, the HCSO Purchasing Office submits all postings to the Florida Department of Management Services' Office of Supplier Diversity (OSD) and the Hillsborough County MBE/SBE Programs Office. These offices will then share the posted opportunities with OSD certified vendors to ensure exposure to businesses and increase the number of eligible Disadvantaged Minority/Disadvantaged Women Business Enterprise (DM/DWBE), Veteran-Owned Small Business (VOSB/SDVOSB), and Small Business Enterprise (SBE) vendors in the area while also expanding the overall participation rate for DM/DWBE and SBE vendors and overall providing greater opportunities to disadvantaged businesses.

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23. GOVERNMENTAL PURCHASING COUNCILS: All responses received shall be considered as Proposal packages to all members of the Hillsborough County and Tampa Bay Area Purchasing Cooperative. Said members may, at their discretion, utilize this RFP as required.

Children's Board of Hillsborough County	Hillsborough County Board of County Commissioners
City of Belleair Beach	Hillsborough County Clerk of Courts
City of Clearwater	Hillsborough County School Board
City of Dunedin	Kenneth City
City of Gulfport	Manatee County Board of County Commissioners
City of Indian Rocks Beach	Pasco County Schools
City of Largo	Pinellas County Clerk of the Court
City of Oldsmar	Pinellas County Government
City of Pinellas Park	Pinellas County School Board
City of Plant City	Pinellas County Sheriff
City of Safety Harbor	Pinellas Suncoast Transit Authority
City of St. Pete Beach	Property Appraiser
City of St. Petersburg	St. Petersburg College
City of Tampa	State Attorney's Office
City of Tampa Housing Authority	Supervisor of Elections
City of Tarpon Springs	Tampa Airport
City of Temple Terrace	Tampa Bay Water
City of Treasure Island	Tampa Palms Community Development District
Clerk of the Circuit Court	Tampa Port Authority
Expressway Authority	Tampa Sports Authority
Hernando County	Tax Collector
Hillsborough Area Regional Transit Authority	Town of Indian Shores
Hillsborough Community College	
Hillsborough County Aviation Authority	

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## PART C - SCOPE OF SERVICES

1. WORK PRODUCTS / SUPPLIER RESPONSIBILITIES: Awarded Supplier shall assist HCSO in post-disaster FEMA Public Assistance cost-recovery management services for past, current, and future emergency declarations. This includes assisting HCSO cost-recovery efforts under state and federal aid programs (FEMA and FDEM specifically), primarily for Category B (Emergency Protective Measures) activities.

The Awarded Supplier shall provide disaster recovery consulting and reimbursement support services necessary to assist the Hillsborough County Sheriff's Office ("HCSO") with cost-recovery activities arising from an emergency or declared disaster impacting HCSO operations, facilities, equipment, and mission-critical services. Services may include support associated with eligible federal and/or state funding and reimbursement programs (including FEMA Public Assistance, when applicable), but shall be limited to the scope of HCSO's operational responsibilities and eligible costs. The Awarded Supplier shall provide technical assistance with state and federal recovery policies and grant programs, including but not limited to:

- A. Develop and implement strategies and technical advice to secure funding and claiming opportunities through insurance, federal and state programs, and special legislation to continue government services during the recovery process.
- B. Provide QA/QC support and general eligibility guidance for all state and federal grant programs.
- C. Provide assistance and oversight to HCSO with claims or claiming process.
- D. Provide technical expertise and knowledge related to the Stafford Act and applicable state requirements.
- E. Provide support for strategic planning and coordination of all cost-recovery efforts.
- F. Provide technical advisory services related primarily to emergency protective measures and, when applicable and as requested by the HCSO, other eligible disaster recovery activities, including debris removal, permanent repairs, and recovery from disasters.
- G. Develop and implement strategies designated to maximize federal and state assistance. Provide expert programmatic and policy advice on state and federal disaster relief programs.

2. FILE / DATA SHARING, DOCUMENTATION CONTROL, AND REIMBURSEMENT BACK-UP: Awarded Supplier shall provide secure file/data sharing and document control services to support HCSO's disaster reimbursement activities, including organizing, reviewing, deconflicting, and compiling supporting documentation in a manner consistent with FEMA/FDEM requirements and audit standards, as further described below:

- A. Provide SharePoint or similar file/data sharing platform for transferring files.
- B. Assist with documentation for state and federal grant programs to ensure maximum cost

recovery, including but not limited to:

- i. Develop and prepare HCSO disaster-related reimbursement submissions and supporting documentation for applicable federal and/or state programs (including FEMA Public Assistance, when applicable); assist HCSO in identifying, documenting, and capturing eligible HCSO costs; and reconcile invoices and supporting records to ensure consistency with program requirements and HCSO financial documentation.
- ii. Create and maintain critical contract lists and project tracking mechanisms to include timelines and deadlines.

C. Review and deconflict reimbursement backup documents (timesheets, pay slips, F-ROC Daily Activity Reports, invoices, etc.).

D. Compile reimbursement backup documentation into the format and documentation packages required by FEMA, FDEM, or other applicable required format/documents.

3. GRANTS MANAGEMENT SYSTEM, MEETINGS, EXTENSIONS, AND REPORTING:

Awarded Supplier shall support HCSO's grant/project management activities by establishing and maintaining tracking mechanisms, coordinating routine meetings with FEMA/FDEM and other applicable agencies, and assisting with extensions, project changes, and required reporting to support timely and accurate cost recovery, including, at a minimum, the following:

A. Assist with the management of FEMA and/or other federal grants and FDEM coordination along with HCSO, arranging for routine status/action plan meetings, establishing priorities, scope changes and updates at meetings.

B. Represent HCSO and attend meetings with FEMA, FDEM or other agencies as may be necessary on behalf of HCSO.

C. Manage deliverables for FEMA and FDEM and work with HCSO staff to develop an HCSO Grant Management System that efficiently and effectively monitors and tracks the progress of each grant and the progress HCSO partners to ensure efficient cost recovery. This task may include:

i. Generate time extension requests to FEMA and/or other federal grants and FDEM when necessary.

ii. Develop improved and/or alternate project requests for FDEM and FEMA and/or other federal grants, when applicable and as requested by HCSO.

iii. Provide post-award grant administration, when applicable and as requested by HCSO, including intake of required property specific information and necessary forms including a voluntary participation notice, submission of environmental and historical compliance information, individual maps, and photos.

iv. Assist HCSO with FDEM/FEMA and/or other federal grant quarterly reporting.

4. GRANTS PORTAL SUPPORT: The Awarded Supplier shall complete and compile all required project and claim documentation packages for entry into the applicable Grants Portal and shall transmit such completed packages to HCSO review and submission. The Awarded Supplier shall not submit directly in the Grants Portal unless expressly authorized in writing by HCSO. The Awarded Supplier shall provide assistance, technical support, and oversight to HCSO throughout the claims and claiming process, including responding to requests for information and supporting documentation as needed.
5. FEMA/FDEM INFORMATION REQUESTS AND POLICY MONITORING: Awarded Supplier shall respond to FEMA/FDEM informal requests, Requests for Information (RFIs), and Validation Information Requests (VIRs) in a timely manner and shall keep up to date with major FEMA/FDEM Public Assistance policy or procedural changes, as applicable to HCSO's eligible cost-recovery efforts.
6. DISPUTES AND APPEALS: Awarded Supplier shall assist HCSO in resolving eligibility, scope, and cost disputes arising during the grant process and shall support the development and organization of appeal documentation and related correspondence for HCSO review and approval, including the services listed below:
  - A. Continued interaction and communication with HCSO (staff and contractors), state and federal damage assessment teams. Work with HCSO to resolve disputes with FEMA, FDEM, or other agencies as may be necessary, including but not limited to the preparation of appeals.
  - B. Provide appeals support if necessary.
7. ADDITIONAL SERVICES (AS REQUESTED BY HCSO):
  - A. Provide technical advisory services related to recovery from previous declared and future disasters;
  - B. Develop and implement strategies designated to maximize federal and state assistance;
  - C. Provide expert programmatic and policy advice on federal disaster relief programs;
  - D. Provide support for strategic planning and coordination of all recovery efforts;
  - E. Work with HCSO, when requested, to develop a long-range recovery plan in the event of disasters where the cost of reconstruction approaches the cost of relocation or mitigation;
  - F. Review contracts and purchasing documentation to ensure maximum cost recovery;
  - G. Represent HCSO and attend meetings with FEMA, Florida Division of Emergency Management and their representatives;
  - H. Meet with HCSO regarding disaster related repairs, damage mitigation efforts and possible improvements and collect and compile cost documentation;

- I. Provide assistance and oversight to HCSO in relation to difficulties with claims or claiming process;
- J. Continued interaction and communication with HCSO's emergency damage assessment team(s);
- K. Provide assistance and oversight to HCSO to facilitate and ensure appropriate progress payment requests;
- L. Provide advice and assistance, when requested by HCSO, in applying for grants to rebuild necessary infrastructure including coordination with Hillsborough County to support permanent work and/or rebuilding activities and advice and assistance in the allocation and coordination of insurance proceeds and insurance recoveries;
- M. Work with HCSO to resolve disputes with FEMA, FDEM, or other agencies as may be necessary including but not limited to preparation of appeals;
- N. Provide HCSO with grant close-out services to ensure funding is maximized;
- O. Provide HCSO with the education and training of staff that will or may be involved with the various aspects of disaster recovery, including any staff which HCSO would derive benefit from training;
- P. Provide advice and assistance in the allocation of insurance proceeds to maximize federal and state reimbursements;

8. INVOICING, PAYMENT, AND REIMBURSABLE EXPENSE REQUIREMENTS:

- A. Invoice Submission, Format, and Supporting Documentation. The Awarded Supplier shall submit invoices no more frequently than monthly (unless otherwise authorized in writing by HCSO). Each invoice shall be sufficiently itemized to permit audit and shall include, at a minimum: the date, number of hours worked, staff member name, hourly rate, labor type/category, description of work performed, and the individual FEMA project to which the work relates (and, where available, the associated disaster number and Grants Portal project number). The Awarded Supplier shall provide such supporting documentation as HCSO reasonably requires for review and audit purposes.
- B. Review, Payment Timing, and Corrections. HCSO will diligently review each invoice upon receipt. When HCSO finds the invoice acceptable and finds the products and services acceptable, payment will be made within thirty (30) days after receipt of the invoice, subject to lawful appropriation and applicable HCSO payment procedures. HCSO reserves the right to withhold amounts in the event of nonperformance. The Awarded Supplier must, without additional compensation, correct and revise any errors, omissions, or other deficiencies in its work product, services, or materials arising from Consultant's error, omission, or negligent act.
- C. Pre-Approved Reimbursable Travel and Out-of-Pocket Expenses. Any out-of-pocket expenses, such as travel-related expenses, meal allowances, mileage, or hotel rooms shall be reimbursed at cost, with no mark-up, and must be pre-approved in writing by HCSO.

Receipts and supporting documentation must accompany the invoice.

9. QUALITY ASSURANCE / QUALITY CONTROL (QA/QC): Awarded Supplier shall implement and maintain an internal QA/QC review process for all work products prior to submission to HCSO. All deliverables provided to HCSO — including, without limitation, reimbursement packages, Grants Portal project drafts, narratives, supporting exhibits, correspondence drafts, RFI/VIR response materials, extensions, and appeal documentation — shall be reviewed for completeness, accuracy, consistency, eligibility alignment, and audit-readiness before being transmitted to HCSO. Awarded Supplier shall certify that QA/QC has been performed on each submission and shall promptly correct, at no additional cost to HCSO, any errors, omissions, or deficiencies identified by HCSO or program reviewers that are attributable to the Awarded Supplier’s work.
10. AS-NEEDED SERVICES AND RECOVERY COORDINATION: HCSO’s primary anticipated need is support for FEMA/FDEM cost-recovery associated with Category B (Emergency Protective Measures), and that other services described in this Scope may be activated only as needed depending on the circumstances of a given event. The services described in this Scope of Services are intended to establish a comprehensive range of disaster recovery and reimbursement support functions that may be required by HCSO depending on the nature, size, and timing of a particular disaster event. HCSO does not anticipate that all services will be required concurrently or for every event. Accordingly, the Awarded Supplier shall provide services on an as-needed basis, in coordination with HCSO’s Grants Team, based on the specific operational and reimbursement needs associated with each declared incident. At the start of the recovery process for each event, the Awarded Supplier shall meet with HCSO’s Grants Team to review current conditions, confirm priorities, and mutually determine which services, tasks, deliverables, and cadence of support will be required for that event.
11. CATEGORY Z MANAGEMENT COST CAP: HCSO intends that compensation for the Awarded Supplier’s direct, billable disaster reimbursement support services be limited to the maximum reimbursement amount authorized by FEMA for Category Z (Management Costs) for the applicable disaster/declaration, as such cap may be adjusted by FEMA guidance. The Awarded Supplier shall track and report billable charges against the applicable Category Z cap and shall provide written notice to HCSO when charges reach eighty percent (80%) of the cap. Upon reaching the Category Z cap, the Awarded Supplier shall cease all direct billable work unless otherwise expressly authorized in writing by HCSO, and shall thereafter provide only non-direct, non-billable assistance (e.g., limited advisory support, status coordination, and knowledge transfer) as requested by HCSO.
12. SUBCONTRACTOR MANAGEMENT: The Supplier shall be solely responsible for the selection, engagement, supervision, direction, coordination, scheduling, performance, and overall management of all subcontractors, subconsultants, suppliers, and lower-tier entities (“Subcontractors”) used in the performance of the Services.

All Subcontractors are and shall remain at all times employees, agents, or independent contractors of the Supplier only. Nothing in this Agreement shall be construed to create any contractual relationship, privity, or obligation between HCSO and any Subcontractor.

HCSO shall have no responsibility or liability for any acts, omissions, errors, delays, defaults, nonperformance, or misconduct of any Subcontractor. HCSO shall not be required to direct, supervise, coordinate, or manage any Subcontractor, nor to intervene in or resolve disputes between the Supplier and any Subcontractor.

Subcontracting shall not relieve the Supplier of any duty, responsibility, or obligation under this Agreement, and the Supplier shall remain fully responsible to HCSO for the acts and omissions of its Subcontractors as if they were the acts and omissions of the Supplier.

Upon written notice from HCSO identifying a reasonable concern regarding a Subcontractor's performance, qualifications, or compliance, the Supplier shall promptly investigate and take appropriate corrective action, which may include replacing the Subcontractor, at no additional cost to HCSO.

13. COMPLIANCE WITH 2 C.F.R. PART 200 (UNIFORM GUIDANCE): The Supplier acknowledges that HCSO will utilize federal grant funds and/or federal pass-through funds in connection with this solicitation and any resulting agreement. To the extent any portion of the Services is funded in whole or in part with federal assistance (directly or indirectly), the Supplier agrees to comply with all applicable requirements of Title 2 of the Code of Federal Regulations, Part 200 ("2 C.F.R. Part 200"), including the procurement standards and related requirements set forth at 2 C.F.R. §§ 200.318 through 200.327, as such regulations may be amended from time to time.

The Supplier further agrees that the contract provisions required by Appendix II to 2 C.F.R. Part 200 ("Appendix II Contract Provisions") are hereby incorporated into, made a part of, and apply to any contract awarded under this solicitation to the extent applicable to the nature of the Services and the federal award. The Supplier shall comply with and shall ensure that its subcontractors and lower-tier subcontractors comply with, all applicable Appendix II requirements, including any mandatory flow-down clauses required for subcontracts funded with federal assistance.

The Supplier shall maintain policies, procedures, internal controls, and documentation sufficient to demonstrate compliance with the foregoing requirements, including (as applicable) standards relating to contract administration and oversight, conflicts of interest, ethics, competition, cost/price reasonableness, contract performance, required records, and access to records. Upon request, the Supplier shall make available to HCSO (and, as applicable, federal, or pass-through awarding entities and their authorized representatives) such records and documentation as are necessary to evidence compliance with 2 C.F.R. Part 200 and Appendix II requirements.

In the event of any conflict between this Agreement and an applicable federal requirement under 2 C.F.R. Part 200 or Appendix II, the applicable federal requirement shall control to the minimum extent necessary to resolve the conflict. The Supplier agrees that failure to comply with applicable federal requirements may be deemed a material breach and may result in remedies available to HCSO, including withholding of payment, disallowance of costs, required repayment, termination for default, and/or other remedies permitted by law and the Agreement.

**PART D - PROPOSAL RESPONSE**

The undersigned understands that this Proposal Package **must be signed in ink** and that an **unsigned** Proposal Package will be considered nonresponsive and subject to rejection by HCSO. **The undersigned must be an Officer of the Company, or a designated agent empowered to bind the Company in Contract.**

SUBJECT TO DEVIATIONS STATED BELOW, THE UNDERSIGNED, BY THE SIGNATURE EVIDENCED, REPRESENTS THAT THE SUPPLIER ACCEPTS THE TERMS, CONDITIONS, PROVISIONS, MANDATES, AND OTHER CONDITIONS OF THE FOREGOING GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B) AND SPECIFICATIONS (PART C), SAID DOCUMENTS BEING THE STRICT BASIS UPON WHICH THE SAID SUPPLIER MAKES THIS PROPOSAL.

\* \* \* USE INK ONLY \* \* \*

ALL THE FOLLOWING INFORMATION MUST BE HEREUPON GIVEN FOR THIS PROPOSAL PACKAGE TO BE CONSIDERED BY THE HCSO

EXCEPTIONS TO PROPOSAL: ANY REPRESENTATION (BELOW) OR EXCEPTION(S) MAY CAUSE THIS PROPOSAL PACKAGE TO BE REJECTED BY THE HCSO. **ALL SUPPLIERS SHOULD CAREFULLY READ PARAGRAPH 21 OF THE SPECIAL PROVISIONS (PART B).**

1. EXCEPTIONS: The following represents every deviation (itemized by number) to the foregoing GENERAL TERMS AND CONDITIONS (PART A), SPECIAL PROVISIONS (PART B) and SPECIFICATIONS (PART C) upon which this Proposal Package is based, to wit:

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2. **NARRATIVES & DOCUMENTATION**: As mentioned in SPECIAL PROVISIONS (PART B), Paragraph 8, the outline below corresponds with the criteria on which we will evaluate your Proposal in reference to the HCSO’s needs and to the Proposals of others. Therefore, it is important to maintain the organization of your response as outlined so the evaluators may easily locate the required documents. Include narratives and supporting documentation.

Provide distinct sections for the below in your response.

- A. Cost of services
- B. Technical Approach
- C. Experience and Qualifications of Staff
- D. References
- E. Firm Industry Experience

3. **COST OF SERVICES (20 points total)**: The Supplier shall submit hourly rates for the labor categories identified in APPENDIX III – Pricing Sheet, which is attached and incorporated into this solicitation. The labor category titles identified by HCSO are working titles only and are provided solely for the purpose of establishing a uniform pricing structure for proposal evaluation. The Supplier is not required to use identical internal job titles but shall identify the actual employee title or classification proposed to perform each corresponding functional role and shall provide the hourly rate applicable to that role. In the event the Supplier’s staffing structure includes a single employee classification or position that encompasses the duties of two or more labor categories identified in APPENDIX III, the hourly rate proposed for that classification or position shall apply to each corresponding labor category.

For evaluation purposes only, HCSO will apply predetermined estimated hours to the proposed hourly rates in order to calculate an Evaluated Cost for each Proposal. The estimated hours are provided solely for evaluation and comparison of Proposals and do not constitute a guarantee of work, a minimum quantity of services, or an estimate of actual services to be ordered under any resulting contract. The labor categories and estimated hours used for evaluation are intended to reflect HCSO’s anticipated use of services, with primary emphasis on hurricane-related cost-recovery support and reimbursement assistance, primarily related to eligible Category B (Emergency Protective Measures) activities under applicable FEMA and FDEM programs. Cost points will be determined by dividing the lowest Evaluated Cost by the Evaluated Cost of the Proposal being evaluated and multiplying that result by the maximum number of points available for this category.

$$\frac{\text{Lowest Cost}}{\text{Cost Being Evaluated}} \times \text{Maximum Points Available} = \text{Awarded Points}$$

4. **TECHNICAL APPROACH (30 points total)**: The Supplier shall be evaluated on its demonstrated understanding of the Scope of Services and the soundness of its proposed technical approach for performing the required services. Greater consideration shall be given to the Supplier’s methodology for supporting local government hurricane cost-recovery efforts, primarily related to eligible Category B (Emergency Protective Measures) activities, including post-disaster damage documentation, reimbursement support, grants management assistance, project tracking, and coordination with applicable state and federal agencies. Additional consideration may be given to the Supplier’s approach to providing related disaster consulting services, including planning, preparedness, mitigation, and other as needed support services described in this Solicitation.

Consideration may also be given to the Supplier's approach to organizing and prioritizing recovery work, maintaining complete and accurate documentation, supporting timely and compliant submissions, responding to deadlines and agency requests, and providing quality assurance and quality control throughout the recovery process. The evaluation shall further consider the Supplier's ability to communicate and coordinate effectively with HCSO staff, other stakeholders, and applicable funding agencies during the demanding and time-sensitive conditions that typically follow hurricane events. Proposals demonstrating a clear, practical, and well-structured approach to hurricane-related cost-recovery support and reimbursement assistance, primarily for eligible Category B activities, may receive higher scores.

For purposes of evaluation under this category, the Supplier shall submit a Technical Approach narrative describing its methodology for providing the requested services, with primary emphasis on hurricane-related cost-recovery support and reimbursement assistance for local government entities, primarily related to eligible Category B (Emergency Protective Measures) activities. The Technical Approach narrative shall address the Supplier's understanding of the Scope of Services, its proposed work plan for supporting hurricane cost-recovery and reimbursement efforts, its approach to documentation management and compliance, and its procedures for quality assurance and quality control. The Supplier shall also submit a Communication and Coordination Plan describing how it will coordinate with HCSO staff, contractors, and applicable state and federal agencies during the performance of the services.

5. EXPERIENCE AND QUALIFICATIONS OF STAFF (25 points total): The Supplier shall be evaluated on the experience, qualifications, and demonstrated competence of the personnel proposed to perform the services. Greater consideration shall be given to the relevant experience of key personnel in supporting local governments and other public entities with hurricane cost-recovery and related reimbursement assistance, primarily associated with eligible Category B (Emergency Protective Measures) activities, including disaster documentation, grants management, project development, compliance support, and coordination with state and federal agencies. Additional consideration may be given to the personnel's experience in related disaster consulting services, including other eligible recovery support, planning, preparedness, response support, recovery operations, and mitigation assistance, as applicable to the services described in this Solicitation.

Consideration may also be given to the education, certifications, technical expertise, and professional background of assigned personnel, as well as the suitability of the proposed staffing structure for the services requested. Greater consideration may be given to Proposals identifying personnel with substantial experience in hurricane-related cost-recovery efforts, including the preparation, review, and management of documentation and submissions necessary to support compliant and timely reimbursement and recovery program administration.

For purposes of evaluation under this category, the Supplier shall submit a list of the key personnel proposed to perform the services, together with resumes for each such individual. The submitted materials shall identify each person's proposed role, relevant education, certifications, professional credentials, and directly related experience in hurricane cost-recovery, reimbursement support, grants management, documentation compliance, and coordination with public agencies. The Supplier shall also submit a brief staffing narrative describing the proposed team structure and the suitability of the assigned personnel to perform the services contemplated by this Solicitation, with emphasis on hurricane-related cost-recovery support and reimbursement assistance.

6. **REFERENCES (10 Points):** The Supplier shall be evaluated on the quality, relevance, and results of the references provided for similar projects or engagements. Greater consideration shall be given to references involving hurricane-related cost-recovery support and reimbursement assistance, primarily related to eligible Category B (Emergency Protective Measures) activities, for local government or other public sector entities, including disaster reimbursement support, grants management, documentation compliance, and coordination with state and federal agencies. Additional consideration may be given to references involving other as-needed disaster consulting services similar in nature, scope, and complexity to those described in this Solicitation.

Evaluation shall include consideration of prior client satisfaction, quality of services performed, timeliness, responsiveness, communication, professionalism, and the Supplier's ability to successfully perform services comparable in nature, scope, and complexity to those required by HCSO. HCSO reserves the right to contact any reference provided, as well as other known client references, for purposes of verifying performance and qualifications. Suppliers with strong, relevant, and favorable reference information for hurricane-related cost-recovery engagements may receive higher scores.

The Supplier shall submit at least three (3), but no more than six (6), references for projects similar in scope. For each reference, the Supplier shall provide the client name, contact person, title, phone number, email address, project name, dates of service, and a brief summary describing the services performed, the type of disaster or event involved, and the Supplier's role.

7. **FIRM INDUSTRY EXPERIENCE (15 Points):** The Supplier shall be evaluated on its overall firm experience in providing disaster consulting services similar to those required under this Solicitation. Greater consideration shall be given to the firm's experience assisting local governments or similarly situated public entities with hurricane cost-recovery and related reimbursement assistance, primarily associated with eligible Category B (Emergency Protective Measures) activities, including reimbursement support, grants management, documentation development and control, compliance support, project tracking, and coordination with applicable state and federal agencies. Additional consideration may be given to the firm's experience providing other disaster consulting services described in this Solicitation, including planning, preparedness, response support, recovery-related services, and mitigation assistance.

Consideration may also be given to the firm's familiarity with disaster recovery programs, reimbursement procedures, documentation requirements, and the administrative demands commonly associated with hurricane-related cost-recovery efforts. Firms with extensive, directly relevant, and successful experience assisting public sector clients through hurricane cost-recovery, reimbursement, and related compliance processes may receive higher scores.

For purposes of evaluation under this category, the Supplier shall submit a Firm Experience narrative describing its experience providing disaster consulting services similar to those requested in this Solicitation, with emphasis on hurricane-related cost-recovery support and reimbursement assistance, primarily for eligible Category B (Emergency Protective Measures) activities for local governments or other public entities. The Supplier shall also submit a list or summary of representative projects performed within the past five (5) years demonstrating the firm's experience with reimbursement support, grants management, documentation control, compliance support, project tracking, and coordination with state and federal agencies. Each project description shall identify the client, the general scope of services performed, and the relevance of the engagement to the services requested under this Solicitation.

8. **SUPPLIER ORDER INSTRUCTIONS:** Describe the preferred method of contact to request service. (Print the information below):

Contact Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office : (\_\_\_\_) \_\_\_\_\_ Mobile: (\_\_\_\_) \_\_\_\_\_ Fax : (\_\_\_\_) \_\_\_\_\_

Email : \_\_\_\_\_

Company Website: \_\_\_\_\_

9. **SUPPLIER CONTACT INFORMATION:** Provide the contact information for the individual submitting this PROPOSAL RESPONSE. (Please print the information below):

Company Name: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office: (\_\_\_\_) \_\_\_\_\_ Mobile: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email : \_\_\_\_\_

Describe the preferred method of contact for questions regarding this Proposal submission:

\_\_\_\_\_

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**SIGNATURE OF AFFIRMATION AND DECLARATION**

At this present time, we understand all requirements and warrant that as a serious Supplier we will comply with all the stipulations included in the Proposal Package. **The undersigned must be an Officer of the Company, or a designated agent empowered to bind the Company in Contract.**

The below named Supplier affirms and declares:

- a. That this Proposal Package is made without any understanding, Agreement, or connection with any other person, Supplier, or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud;
- b. That the Supplier is not in arrears to Hillsborough County or the HCSO upon debt or Contract and is not a defaulter, as surety or otherwise, upon any obligation to the HCSO;
- c. That no officer, employee, or person whose salary is payable in whole, or in part, from HCSO, is, shall be, or become interested, directly, or indirectly, surety or otherwise in this Bid Response; in the performance of the Contract; in the supplies, materials, equipment, and Work or labor to which they relate; or in any portion of the profits thereof.

The undersigned agrees that this Proposal shall remain open for 60 days following the opening of Bids per General Terms and Conditions (PART A) paragraph 6 *Time for Consideration*.

Respectfully submitted by,

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Company Name

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Company Officer Name (printed)

Date

---

Company Officer Signature

Title

**PROPOSAL CHECKLIST**

**Company Name:** \_\_\_\_\_

Include this checklist as a cover page with your Proposal Package:

- One (1) complete electronic file submitted through Euna OpenBids. If any proprietary information is included in the proposal, it must be clearly marked in the original. A separate redacted copy, with proprietary content removed or obscured, must also be submitted in addition to the original.
- SIGNATURES required on PARTS A and D.
- Any Addenda or Amendments (Signatures required).
- APPENDIX I – Completed *Supplier Packet* to include completed Supplier Application, W9, Direct Deposit/Automated Clearing House (ACH) with secondary account verification and Business Tax Receipt or other government issued business license(s).
- APPENDIX II – *Statement of No Participation*, if applicable.
- APPENDIX III – *Pricing Sheet*

**\*\* Suppliers are responsible for providing all required information, documents, and signatures.\*\***

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