

REQUEST FOR QUOTE (RFQ)
IT Staff Augmentation for Help Desk Staff
Information Technology Staff Augmentation
80101507-23-STC-ITSA
RFQ-DBPR-01-24/25



Department of Business & Professional Regulation
Division of Technology
2601 Blair Stone Road
Tallahassee, FL 32399-0781

Document Name:

IT Staff Augmentation for PALM Readiness Project – Request for Quote (RFQ)

Objective:

This Request for Quote (RFQ) is being issued to select State Term Contract vendors from the Information Technology Staff Augmentation Services State Term Contract 80101507-23-STC-ITSA
Job Family: Program Management,
Job #8220, Project Manager (2. Manager) and;
Job Family: Business Process Consultant,
Job #7620, Business Process Consultant (B/. Intermediate)

1 Background

The Florida Accounting and Information Resource (FLAIR) was established more than 40 years ago and has been the application providing accounting resources to the State’s agencies, including the Department of Business and Professional Regulation (DBPR.) Since the implementation of FLAIR, the State’s accounting needs have grown and outstretched FLAIR’s capabilities. Based on information provided in the FLAIR Study, the Florida Legislature authorized the creation of the Florida Planning, Accounting and Ledger Management (PALM) project to design, develop and implement a financial management solution (FMS).

The State of Florida has embarked on a multi-year endeavor to replace FLAIR with a cloud-based modern FMS. After the Florida PALM Cash Management (CMS) module was implemented in July 2021, the project re-based itself on lessons learned while resolving issues identified during the CMS post-implementation phase. In FY 21-22, a set of schedule changes that combined Florida PALM’s Central and Departmental Waves into a single Financials Wave, along with a planned concurrent implementation of the Payroll Wave, was presented to and approved by the Executive Steering Committee. Agencies are now re-engaging with Florida PALM to implement the financials, payroll, and information warehouse phase, scheduled for January 2026.

The Florida PALM Project is partnering with agencies to complete a statewide system to improve and enhance Florida’s business practices and position Florida for future financial innovation. To align with the implementation approach to the Florida PALM project, the DBPR Florida PALM Functional Readiness Operational Work Plan (OWP) includes comprehensive project management, functional transition planning, and remediation of impacted people, processes, and technology. The Division of Technology at DBPR will be responsible for the agency business system management component of the Florida PALM Project; however, the Department has recognized that the scale and success of the Financials implementation for DBPR will require additional functional resources that will focus solely on supporting the transition to Florida PALM. The Florida PALM Project has shared that the process changes will be transformational and holds the greatest and most dramatic evolution of some of the basic structures of the functional processes for how the financial business will change when the Department transitions from FLAIR to Florida PALM.

This transformation of critical functional agency activities will involve close collaboration between the Florida PALM Project and DBPR, for which two staff augmentation roles have been identified: a Project Manager and Business Process Consultant. The Project Manager will be essential in assisting and performing the vital role of coordinating all department-level activities by working with the Change Champion Network (CCN) to plan and execute all tasks necessary for ensuring a successful transition to Florida PALM. The Business Process Consultant will ensure that the new processes resulting from Florida PALM are adopted by the people who are affected by the transformation coming with the Financials Wave. The Business Process Consultant will possess the professional and proven skills needed to implement a change model such as Prosci ADKAR, which promotes “Change from the Bottom Up” by focusing on Awareness, Desire, Knowledge, Ability, and Reinforcement.

During Fiscal Year 2022-2023, DBPR employed resources with KPMG to document our business processes, perform an analysis of gaps between current and future-state processes, and create a roadmap for transition.

2 Scope

The Department of Business and Professional Regulation’s (DBPR/Department) seeks to establish a contractual services purchase order with a qualified State Term Contract vendor to provide information technology services through the following temporary staff position job description who, working with the Division Administration and Financial Management and other DBPR staff on the Florida PALM Readiness Project.

Position	Job #	Service Level	Required Education	Required Experience
(1) Project Manager	8220	2. Manager	Bachelor’s Degree in Computer Science, Information Systems, Business Administration, or other related field. Or equivalent work experience. Project Management certification or successful completion of a recognized project management curriculum is required.	A minimum of 7 years of IT work experience, including 4 or more years managing projects. Experience with projects in multiple technologies and functions.

(1) Business Process Consultant	7620	B. Intermediate	Bachelor's or Master's Degree in Computer Science, Information Systems, Business Administration, or other related field. Or equivalent work experience	A minimum of 7 years of IT experience, 4 years of experience in process engineering and 2 years experience in project management.
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Contracted staff will be tasked with providing the consulting expertise needed to develop and execute the project plan for DBPR Functional PALM Readiness in support of Florida PALM project implementation tasks in accordance with accounting, financial, reporting, and payroll functions.

The PALM Readiness Project is responsible for preparing the Department to use Florida PALM Financials, Payroll, and Enterprise Data Warehouse. The DBPR Readiness Project team will support the Department in a successful transition to Florida PALM by providing a way for the Project to communicate, support, and engage the impacted stakeholders. DBPR will support the Department's transition to Florida PALM and is expected to lead and support organizational changes within the Department during this transition through the following in-scope activities:

1. Attend agency readiness workshops facilitated by the Florida PALM Project (as identified in the Organizational Readiness Plan deliverable);
2. Communicate to and advocate for the Division/Office Point of Contacts information about the project;
3. Complete Readiness Workbook (RW) and associated readiness tasks to include training end users, preparing business systems, educating owners, updating applicable policies and procedures, and cleansing data;
4. Communicate expectations and deadlines to affected end users, enterprise users, and business system owners;
5. Support DBPR to prepare for the transition to Florida PALM,
6. Monitor enterprise business process changes,
7. Monitor the remediation of agency business systems,
8. Monitor the remediation of division processes,
9. Communicate and collaborate with the Project's Stakeholder Engagement Training and Readiness Team,
10. Communicate and Collaborate with the Division/Office point of contacts and subject matter experts,
11. Develop and encourage a culture that embraces organizational changes through the transition to Florida PALM.
12. Any activities unrelated to DBPR readiness preparations for Florida PALM implementation and transition.

Strong customer service skills are vital for these positions. In addition to the activities listed above, duties shall include, but may not be limited to:

Roles	Responsibility
Project Manager	The Project Manager will oversee the overall implementation process, ensuring that project milestones, deliverables, and timelines are met. This role will coordinate and collaborate with the internal project team, external vendors, and stakeholders to ensure effective project execution. Key responsibilities include project planning, risk management, resource allocation, and communication.
Business Process Consultant	The Business Process Consultant will focus on facilitating organizational change and smooth system adoption. This role will develop and execute a comprehensive change management strategy, including stakeholder analysis, communication plans, training programs, and post-implementation support. Their role will involve addressing resistance, managing expectations, and ensuring user engagement throughout the implementation.

Contractor staff may work: (1) remotely; or (2) in-person at DBPR's Headquarters in Tallahassee or in one of our field offices throughout Florida depending on the needs in such office(s); or (3) a hybrid of the two foregoing options. Please note the Department anticipates a hybrid approach and reserves the right to modify the work location if needed. It is preferred that Contractor staff work a minimum of twenty (20) hours weekly, with no overtime allowed and excluding state holidays. The requested services in this RFQ are anticipated to last five (5) months from date of service commencement. The Department may consider extending the services for longer depending on needs and funding.

Services provided under any Purchase Order (PO) shall be provided in accordance with this Scope of Work and as provided in terms and conditions contained in IT Staff Augmentation Contract 80101507-23-STC-ITSA, which is incorporated by reference. Vendor questions must be submitted in writing through the Ariba On Demand (AOD) system by February 2, 2024 at 5:00 PM ET.

3 RFQ Responses

RFQ responses should be submitted through the Ariba On Demand (AOD) system. If technical difficulties arise with submission in AOD, electronic RFQ responses may be submitted to: Procurement@myfloridalicense.com by 2:00 p.m. (EST) on February 9, 2023. Any and all responses must be received by this date and time. Any responses received after this date and time will not be considered. Responses not containing all information requested above will be considered non-responsive and not further considered or evaluated. The RFQ response package must include the following mandatory information. Failure to provide all of the requested information may result in disqualification. The contractor's quote package should clearly identify each area, as listed below, with an index tab or other type of identification.

Qualifications

The contractor may provide ONLY one (1) candidate for each position response as follows:

1. One (1) resume per candidate. Resume shall not exceed three (3) pages in length.
2. The contractor shall explain how the proposed candidate meets the minimum requirements and explain the candidate's experience in performing the listed activities/ task/ responsibilities (as specified herein).
3. Provide the completed quote price sheet (**Attachment A, Quote Sheet**). The quote price sheet must be signed by a legally authorized representative of the company.
4. Provide list of references. The list must contain names, addresses, phone numbers and email contacts of three (3) separate government-entity customers for whom they have provided similar services within the last three (3) years. The candidate's experience should be verifiable via references. It is the responsibility of the contractor to assure that the Department can timely verify all references provided. If applicable, references must be verifiable within three (3) business days of the initial verification attempt by the Department, exclusive of weekends and holidays. The failure to verify three (3) references within the three (3) day period may result in the quote being deemed as non-responsive and rejected accordingly.
5. Provide the completed Attachment B- Resume Self-Certification Form.

QUOTE EVALUATION AND AWARD

Quotes will first be reviewed to see if they conform to all mandatory requirements. Quotes that do not conform to mandatory requirements or contain material deviations from the specifications will be rejected and not further reviewed.

The Department is not liable for any costs incurred by a contractor in preparing this quote.

Prior to final contract execution, the Department reserves the right to negotiate a Best and Final Offer (BAFO) from the contractor. The negotiation of the BAFO may include price and any additional terms and conditions deemed necessary. The Department reserves the right to seek BAFOs from one or more contractors.

4 Manner of Service(s) Provision

This request for quotes will prequalify existing state term contract Contractors to provide the requested services to the Department.

Contractors providing responses to this solicitation shall also include the resume(s) of the proposed consultant(s) for these positions. The Contractor will coordinate with Department staff to set up interviews with candidates if/when requested.

4.1 Services Provided by the Department

To assist in the successful delivery of services, the Department may provide the following:

- Workspace, network access and a computer workstation;
- If remote or hybrid, DBPR may provide a computer/workstation and the contractor will be responsible for providing acceptable workspace and internet connection; and
- Training/instruction on business processes and systems as needed.

4.2 Deliverables

The Contractor is expected to provide the following deliverables while engaged with the Department.

No.	Deliverable	Hourly Rate
1	IT Staff Augmentation, Job #8220, Project Manager, 2. Manager	Refer to Price Sheet for hourly rate
2	IT Staff Augmentation, Job #7620, Business Process Consultant, B. Intermediate	Refer to Price Sheet for hourly rate

4.3 Reporting

The Contractor shall complete a bi-weekly progress/status report that will be provided to the Department Help Desk Manager each Friday by 2:00 PM EST via email, unless otherwise directed by the Department. The file format used should be agreed upon by the Help Desk Manager and the Contractor. The report shall include the task name, description, dates (worked), resource used, and hours billed for each task accomplishment during the week. In addition, the report is to include a high-level task list for the following week, and any risks and issues identified. A report pulled from the departments ticket management system can be used to account for hours worked when applicable.

4.4 Monitoring

The Department shall evaluate and monitor the Contractor's performance on a daily and weekly basis through onsite supervision, the Contractor's participation in meetings, review of the tickets processed in the service management system, and communications. (See Section 4.4 Reporting and Section 4.3 Deliverables)

4.5 Travel

The Department is not responsible for travel expenses unless authorized at the time of issuing the PO. If authorized, any travel expenses shall be submitted in accordance with Section 112.061, Florida Statutes.

5 Method of Payment

5.1 Payment Clause

In accordance with Section 215.422, F.S., the Department shall pay the Contractor, monthly in arrears, at the contracted hourly rate for each satisfactorily completed hour of service towards the completion and Department acceptance of services. The Department will not pay the Vendor for partial hours in increments less than fifteen minutes, they must be rounded to the nearest quarter hour completed pursuant to the "Seven Minute Rule," where plus or minus seven (7) minutes will determine the nearest quarter hour as follows:

MINUTES CONVERSION TABLE

MINUTES		DECIMAL OF HOUR		QUARTER HOUR	NUMBER OF QUARTER HOURS
FROM	THROUGH	FROM	THROUGH		
00	07	0.000	0.1249	0.00	0
08	22	0.125	0.3749	0.25	1
23	37	0.375	0.6249	0.50	2
38	52	0.625	0.8749	0.75	3
53	60	0.875	1.000	1.00	0

5.2 Invoicing

Invoices will be paid monthly upon acceptance of reported hours worked and services provided.

The Contractor shall submit a completed timesheet, which will include the Contractor's employee name, and associated hours worked, to the Department's Contract Manager no later than the 12th day of the month. Timesheets shall be approved and signed by the Contract Manager, attesting to the accuracy of the timesheet prior to submission of the invoice. Any additional supporting documentation shall be provided by the Contractor upon Department request.

The Contractor shall submit a properly completed invoice (see below) to the Department's Contract Manager, no later than the 15th day of the month following the month for which payment is being requested. The Department's contract manager shall approve and submit for payment of all invoices based on the Contractor approval of acceptable timesheets.

The invoice shall include at a minimum:

- Documentation detailing tasks worked during the preceding month;
- The time period in which tasks were worked;
- The number of hours worked on each task;
- Name of the staff working on the task;
- The Contractor's hourly rate;
- The Contractor's invoice number;
- Invoice date; and
- The Department's Purchase Order number.

5.3 Supporting Documentation

Any additional supporting documentation shall be provided by the Contractor upon Department request.

6 Performance Standards

The Department's Contract Manager shall monitor the Contractor performance in accordance with the monitoring requirements of the Purchase Order. Failure by the Contractor to meet the established minimum performance standards shall result in the Department finding the Contractor to be noncompliant, and all remedies provided in this Purchase Order and under law, shall become available to the Department.

6.1 Financial Consequences

Failure to comply with the terms and conditions of the Purchase Order, SOW or Attachment A shall result in substantial injury to the Department and damages arising from such failure cannot be calculated with any degree of certainty. It is hereby agreed that if the services/items stated in the sections and attachment stated above are not timely and satisfactorily performed, the parties agree to enter into a corrective action plan to resolve the noncompliance. If the Contractor then fails to comply with the approved corrective action plan, the Contractor shall be assessed a penalty of \$500 per incident, per day, until noncompliance with the approved corrective action plan is resolved. Such penalty shall be deducted from the monthly payment requested by the Contractor. Penalties exceeding \$5,000 shall result in termination of this contract.

6.2 Deviation from Use

Any deviation from the terms and conditions of this RFQ shall be approved by the DBPR contract manager and documented in the associated DBPR contract or purchase order.

6.3 Corrective Action Plan (CAP)

Any issues with performance will be addressed with the Contractor if not able to be resolved with the contracted staff member.

7 Special Provisions

7.1 Renewal

This contract may be renewed by mutual agreement after the initial contract term on a yearly basis for no more than two (2) years or shall not exceed the expiration of the State Term Contract by more than twelve months whichever comes sooner. Renewal shall be contingent upon satisfactory performance evaluations of the contractor by the Department. Renewal costs may not be charged by the contractor. By entering this contract, it is understood that the agreed upon rate will remain the same for the subsequent renewal(s).

7.2 Change Process

The Contractor must contact the Department's contract manager to request any changes to the purchase order. This is also referred to as the change order process. If the Contractor fails to notify and obtain approval from the Department before commencing performance of activities relating to changes in the purchase order or this Scope of Work, such activities shall be considered to be performed gratuitously by the Contractor, and the Contractor shall not have any right thereafter to assert any claim for additional compensation or time for the performance of such activities.

7.3 Data Security

In the event the Contractor has access to any Department data systems or software, the Contractor agrees to comply with the Department's data security requirements provided in Attachment A, Department Information Technology Resources and Data Access Security.

7.4 Assignment and Replacement of Key Personnel

The Department shall have the right to recommend and approve in writing the initial assignment, as well as any proposed reassignment or replacement, of any Key Personnel. Before assigning an individual to any Key Personnel position, the Contractor will notify the Department of the proposed assignment, will introduce the individual to the appropriate Department representatives, and will provide the Department with a résumé and any other information about the individual reasonably requested by the Department. The Department reserves the right to interview the individual before granting written approval.

The Contractor shall not remove any Key Personnel from their assigned roles without the prior written consent of the Department (an "Unauthorized Removal"), which consent will not be unreasonably withheld. The Contractor is to identify a replacement approved by the Department and assign the replacement to shadow the Key Personnel he or she is replacing for a period of at least thirty (30) days prior to such Key Personnel's removal. Any Unauthorized Removal may be considered by the Department to be a material breach of the purchase order, and entitle the Department to terminate the purchase order.

In the alternative, in the event of the Unauthorized Removal of any Key Personnel, the Department reserves the right to recruit, hire, or otherwise contract directly with any Key Personnel who have performed services under this purchase orders in the event such reassignment is proposed or occurs. In the event such reassignment is proposed the Contractor releases from any non-compete agreement intended to bar such Key Personnel from employment with the Department. Contractor's failure to replace a Key Personnel subsequent to such Key Personnel's Unauthorized Removal shall be deemed to be a material breach of the Contract.

Attachment A – DEPARTMENT INFORMATION TECHNOLOGY RESOURCES AND DATA ACCESS SECURITY

The Contractor shall comply with Rule 60GG-2, Florida Administrative Code (F.A.C.), and comply with the following data security requirements in the event the Contractor has access to any Department data systems or software:

1. **Data Security Officer:** The Contractor shall designate an appropriately skilled individual to function as its Data Security Officer. The Data Security Officer shall act as the liaison to the Department's Division of Technology and shall maintain an appropriate level of data security for the information the Contractor is collecting or using in the performance of this contract. An appropriate level of security includes submitting required access request documents for Department approval, and tracking all contractor employees that have access to any Departmental data system or information. The Data Security Officer shall ensure that user access to the data system or information is timely removed for all separated Contractor employees. The Contractor agrees to notify the Department's assigned contract manager in writing within twenty-four (24) hours of employee resignations or layoffs, and immediately for involuntary terminations for staff that have access to the Department's information systems. As applicable, the Contractor shall execute a network connection agreement that shall ensure compliance with Department security policies prior to connection to the Department's internal network as required by Rule 60GG-2, F.A.C.
2. **Security Policies and Attestation:** All Contractor employees who have access to Departmental information technology systems and/or Department data shall be required to read and comply with all appropriate Department information technology security policies and shall sign and submit to the Department's assigned contract manager an attestation that they have read, understood and agree to comply with each policy. Upon execution of this contract, the Department's assigned contract manager shall provide a copy of all appropriate Department information technology security policies to the Contractor.
3. **Technology Access:** The Department reserves the right, at its sole discretion, to grant permissions for access to Department network, systems, and data. Any staff employed by an entity under contract to the Department must be granted specific permission by the Department for access to the Department's network, systems, and data. The Department reserves the right to unilaterally suspend access for security reasons. Contractor employees shall be granted access to Department information technology resources based on the principles of "least privilege" and "need to know." The Department's assigned contract manager, in conjunction with the Department's Division of Technology, shall conduct quarterly access reviews of the Contractor's employees to ensure that access for separated employees was timely reported and removed.
4. **Employee Background Screening:** Background screening is required for all Contractor employees hired as Information Technology workers with access to information processing facilities, or who have system, database, developer, network, or other administrative capabilities for systems, applications, or servers with risk categorization of moderate or high. The Contractor agrees to conduct Level 2 background screening for such employees as described in s. 435.05, F.S., and Rule 60GG-2, F.A.C., at the Contractor's expense. For other Contractor employees who request access to Department data or information technology systems but do not fall into the above category, the Contractor agrees to conduct a Level 1 background screening as described in s. 110.1127 and s. 435.05, F.S., at the Contractor's expense. For each Contractor employee, the Contractor shall sign and submit to the Department's assigned contract manager an attestation, provided by the Department, that verifies the appropriate Level 1 or Level 2 background screening was completed and reviewed by the Contractor; that the screening has not revealed disqualifying information pursuant to ss. 435.03 (2) and (3), F.S. (for Level 1) or ss. 435.04 (2) and (3), F.S. (for Level 2), or computer-related crimes pursuant to Chapter 815, F.S.; and that the Contractor assumes responsibility for the employee's use of the Department's data and information resources.
5. **Employee Security Training:** The Contractor shall provide information security awareness training to employees with access to Department information technology resources and data in accordance with Rule 60GG-2, F.A.C. Initial training shall be provided within 30 days of contract execution or employment start date, and annually thereafter. Employees with access to records that are exempt or confidential and exempt from public records disclosure requirements shall be given specialized training regarding access and use of this information. All information security awareness training materials used by the Contractor shall be submitted to the Department's assigned contract manager upon request. The Contractor shall maintain records of individuals who have completed initial and annual security awareness training and shall make these records available to the Department upon request.
6. **Data Protection:** Vendors, contractors, and providers employed by the Department or acting on behalf of the Department shall comply with the Department's information technology security policies, and employ adequate security measures to protect agency information, applications, data, resources, and services. These measures include protecting technology resources through physical controls such as building security and strategic placement of computer monitors. If Department data will reside on the Contractor's system, the Department may conduct, or request the Contractor conduct at the Contractor's expense, an annual network penetration test or security audit of the Contractor's system on which Department data resides. No Department data or information shall be stored in, processed in, or shipped to offshore locations or out of the United States of America, regardless of method, except as required by law or expressly agreed to by the Department.
7. **Data Encryption:** The Contractor shall make every effort to protect and avoid unauthorized release of any sensitive, exempt or confidential information by ensuring both data and storage devices are encrypted. If encryption of these devices is not possible,

then the Contractor shall assure that unencrypted personal and confidential Departmental data will not be stored on unencrypted storage devices. Remote data access shall be provided via a trusted method such as SSL, TLS, SSH, VPN, IPsec or a comparable protocol approved by the Department.

8. Sensitive, Exempt and Confidential Information: Vendors, contractors, and providers employed by the Department or acting on behalf of the Department shall protect sensitive, exempt and confidential information from unauthorized access and use as required by the Department's information technology security policies. Such information includes, but is not limited to, personal information as described in ss. 501.171(g), F.S. Access to sensitive, exempt and confidential data shall be granted to the Contractor and subcontractors by the Department on a need to know basis. Except as required by law or legal process and after notice to the Department, the Contractor shall not divulge to third parties any sensitive, exempt or confidential information obtained by the Contractor or its agents, distributors, resellers, subcontractors, officers or employees in the course of performing contractual services.
9. Investigation of Breaches: The Department shall have the right to investigate any error attributable to the Contractor relating to access or dissemination of exempt or confidential and exempt records, as well as any instance of lost or missing data. The Department may take appropriate legal action as a result of such investigation.
10. Security Breach Notification: The Contractor agrees to notify the Department's assigned contract manager as soon as possible, but no later than 3 business days following the determination of any breach or potential breach of personal information and/or confidential Departmental data. The Contractor shall provide notice to affected parties of a security breach in accordance with s. 501.171, F.S.
11. Equipment Sanitization: The Contractor shall enforce a procedure for sanitizing surplus or transferred equipment to protect any sensitive or confidential Department data that may reside on that equipment. At a minimum, the Contractor shall ensure that sanitization is completed according to acceptable methods described in Rule 60GG-2, F.A.C., and provide documentation to the Department's Division of Technology, evidencing completion of the equipment sanitization.
12. Contract Termination: Upon contract termination or expiration, the Contractor will:
 - a. Copies: Submit to the Department's assigned contract manager copies of all finished or unfinished documents, data studies, correspondence, reports and other products prepared by or for the Contractor under this contract; submit copies of all Department data to the Department in a format to be designated by the Department in accordance with s. 119.0701, F.S.; shred or erase parts of any retained duplicates containing personal information (as defined by s. 501.171, F.S.); all copies containing personal information must be made unreadable;
 - b. Originals: Retain its original records such as data required by this contract and maintain (in confidence to the extent required by law) the Contractor's original records in un-redacted form, until the records retention schedule expires according to State of Florida General Records Schedule GS1-SL, and to reasonably protect such documents and data during any pending legal hold, investigation or audit;
 - c. Both copies and originals: Upon expiration of all retention schedules and legal holds, audits or investigations, with notice to the Department, destroy all Department data from the Contractor's systems, including but not limited to, electronic data and documents containing personal information or other data that is confidential and exempt under Florida public records law.
13. Subcontractors: The Contractor shall require that any entities subcontracting with the Contractor who are granted access to Department data or information technology systems comply with the data security requirements stated above.

Attachment B

Quote Sheet

Job Family, Number and Level	Candidate Name	Hourly Rate
Job Family: Program Management, Job #8220, Project Manager (2. Manager)		
Job Family: Business Process Consultant, Job #7620, Business Process Consultant (B. Intermediate)		

Notes:

Hours are an estimated and may be adjusted based on start date.
Hourly rate shall not exceed the state contract rate.
Contractor may provide ONLY one candidate per position.

By affixing signature to this **QUOTE PRICE SHEET**, contractor acknowledges reading and agrees to accept all terms, provisions, and conditions in this Request for Quote and Florida State Term Contract 80101507-23-STC-ITSA.

CONTRACTOR NAME: _____

SIGNATURE (MANUAL): _____

SIGNATURE (PRINTED): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

FEID/SSN: _____ PHONE NUMBER: _____

EMAIL: _____

ATTACHMENT C
Information Technology Staff Augmentation Services
Contract No. 80101507-23-STC-ITSA

Exhibit E
Resume Self-Certification Form

The Contractor's candidates shall complete this Resume Self-Certification Form. Completed Resume Self-Certification Forms shall be submitted within the Contractor's response to Customer's Request for Quotes.

"I the undersigned do hereby certify, under the penalty of perjury, that information in my resume submitted for consideration of the State of Florida contract position is true, correct, complete, and made in good faith to the best of my knowledge and belief. If an omission, falsification, misstatement, or misrepresentation has been made regarding my education, work ability, experience, employment history, and/or fitness for employment as a contractor, I may be disqualified as a contractor, and the matter will be reported to appropriate agency or law enforcement personnel. I understand that there may be civil and/or criminal penalties for misrepresenting pertinent information in connection with contract positions, including, but not limited to, penalties available under sections 287.133 or 817.566, Florida Statutes. I further understand that if I am not a United States citizen, violation cases may be reported to the US Department of Homeland Security for potential deportation."

"In addition, I the undersigned do hereby consent to the release of my information by employers, educational institutions, law enforcement agencies, and other individuals and organizations to investigators and other authorized agents of Florida for verification and investigation purposes. I understand that any documents submitted to procure a contract(s) with the State of Florida, including resumes, are public records."

Print Full Legal Name of Candidate

Candidate's Signature

Date

Candidate's Form of Identification Presented

Identification number

Contractor's Witness Signature One

Date

Contractor's Witness Signature Two

Date

Print Name Contractor's Witness One

Print Name Contractor's Witness Tw