

## RFP 2026-01 General Planning Consultant

### Schedule

#### ACTION

#### COMPLETION/DUE DATE

Issue RFP	Thursday, March 12, 2026
Deadline for Submitting Questions	Wednesday, March 25, 2026 by 12:00 p.m.
Proposals Due	Wednesday, April 8, 2026 by 12:00 p.m.
Committee Proposal Review (Shortlisting)	Thursday, April 23, 2026 at 9:30 a.m.
Final Selection Meeting	Wednesday, May 6, 2026. Time: 9:00 a.m.
Board Approval of Award	Wednesday June 10, 2026 at 9:00 a.m.

## RFP 2026-01 General Planning Consultant

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## RFP 2026-01 General Planning Consultant

# Section I

## Scope of Work



# RFP 2026-01: GENERAL PLANNING CONSULTANT

## Scope of Professional Services

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### **Purpose:**

MetroPlan Orlando (MPO) requires the services of at least two (2) General Planning Consultant (GPC) teams to provide support for staff to accomplish various transportation planning functions relating to its Unified Planning Work Program (UPWP). Many of these tasks are required by the Infrastructure Investment and Jobs Act (IIJA). The work involves providing assistance to staff on a work assignment basis in a variety of planning, technical, and graphical activities. The length of the contract is two (2) years with an option to extend by one (1) additional year, a maximum of three (3) years.

The Consultant team(s) shall assist the staff by providing additional resources and expertise to accomplish negotiated task assignments authorized by the Director of Transportation Planning and Development. This scope outlines the general tasks that may be assigned to the Consultant team under one general planning consultant contract but should not be considered exhaustive.

### **Firm Qualifications and Capabilities:**

The selected Consultant team(s) shall have substantial prior experience in providing similar services to Metropolitan Planning Organizations. Personnel involved shall possess the necessary professional skills and qualifications (including any licenses) to perform the required services. All work to be performed must follow federal and state laws, procedures and guidelines; and the selected firms shall be responsible for knowledge of and the compliance with all federal and state regulations. Existing General Planning Consultant Contract (RFP 2025-01) holders are not eligible to submit as the prime or sub-consultant for a team.

### **Major Types of Work**

- Transportation System Monitoring and Data Collection
- Safety and Public Health Planning
- Performance Based Planning and Transportation Improvement Program Support
- Long Range Transportation Planning
- Special Project and Corridor Planning
- Regional Multimodal Systems Planning
- Transportation Systems Management & Operations

## Scope of Services:

As requested by MetroPlan Orlando, the Consultant team shall provide the following services, including, but not limited to:

- Long range transportation planning;
- Freight and intermodal planning;
- Public transportation planning;
- Active transportation planning;
- Safety and security planning;
- Travel demand, traffic & accessibility modeling;
- Mapping and graphics production;
- Development of project cost estimates;
- Development of project traffic & traffic operation studies;
- Planning and conceptual design of Context-Sensitive infrastructure solutions;
- Connected and autonomous vehicle analysis and preparation planning;
- Land use & urban design services;
- Health in all planning support;
- Data collection services and analysis;
- Development of preliminary right-of-way analysis;
- Congestion management analysis;
- Feasibility studies and analyses;
- Public participation, education, and event support;
- Grant application preparation;
- Environmental and vulnerability planning; and
- Provides administrative support to MetroPlan Orlando, as necessary.

## Task Work Order Assignment:

All services shall be performed under the direction and to the satisfaction of MetroPlan Orlando. The Consultant team(s) shall designate a project manager for the coordination of all services under the contract. For each proposed task, MetroPlan Orlando shall provide a scope and request a proposal defining the services to be provided, task manager (project manager for task work order) and staff to be assigned, projected schedule, and cost. No work shall be performed prior to approval of the proposal by MetroPlan Orlando. MetroPlan Orlando reserves the right to assign Task Work Order assignments to any of the Consultants the organization has under contract, or may chose the Consultant team based on a requested approach to services.

## Project Cost Accounting:

The Consultant team(s) will be assigned work by task work order and each task work order will be assigned a single identification number for billing purposes. The Consultant team(s) shall provide MetroPlan Orlando each month with invoices identifying in detail the cost incurred for services performed and a detailed progress report for each specific task.

## Calendar of Events:

Listed below are the important dates and times by which the actions noted must be completed. If the Department of Finance and Administration finds it necessary to change any of these dates or times, the change will be accomplished by addendum. All dates are subject to change.

Action:	Completion / Due Date
Issue RFP	Thursday, March 12, 2026
Deadline for Submitting Questions	Wednesday, March 25, 2026 by 12:00 p.m.
Proposals Due	Wednesday, April 8, 2026 by 12:00 p.m.
Initial Proposal Review / Short-Listing	Thursday, April 23, 2026 at 9:30 a.m.
Consultant Presentations / Final Selection	Wednesday, May 6, 2026. Time: 9:00 a.m.
Board Approval of Award	Wednesday June 10, 2026 at 9:00 a.m.
Contract Negotiations	To be determined. Under Contract by July 1, 2026



## RFP 2026-01 General Planning Consultant

# Section II

## Proposal Response Instructions



# RFP 2026-01: GENERAL PLANNING CONSULTANT

## Proposal Response Instructions

### Due Dates:

1. Proposals must be received no later than **12:00 p.m., Wednesday, April 8, 2026**
2. Questions about this RFP must be received by **12:00 p.m., Wednesday, March 25, 2026**
  - a. Must be in writing
    - i. Email to [RFP@metroplanorlando.gov](mailto:RFP@metroplanorlando.gov)
    - ii. Mail to Director of Finance & Administration, MetroPlan Orlando, 250 South Orange Avenue, Suite 200, Orlando, FL 32801
  - b. All questions and responses will be posted on the MetroPlan Orlando website within two (2) business days of receipt.

### Submittal Requirements:

The entire proposal package must:

1. Be sealed and submitted to:  
Director of Finance and Administration  
MetroPlan Orlando  
250 South Orange Avenue, Suite 200  
Orlando, Florida 32801
2. Identified on the package as the Technical Proposal, and bearing on the outside the following:  
Proposal For: 2026-01 General Planning Consultant  
Submitted To: MetroPlan Orlando  
Submitted By: Proposer's Name  
Proposer's Address  
City, State, Zip Code  
Proposer's Phone Number  
Proposer's Contact Number and E-Mail Address  
Date Submitted
3. Contain two (2) hard copy proposals
4. Include one CD, DVD, or USB drive containing printable PDFs of the following. Each file must be separate and clearly named/labeled with the Prime's name and the document name (e.g. "ABC Planning - Proposal.pdf"; "ABC Planning - Public Entity Crime Statement.pdf"; etc.):
  - one (1) PDF color copy of the entire proposal (do not include the documents below)
  - one (1) DBE Participation Statement Form 375-030-21\*
  - one (1) Bid Opportunity List Form 275-030-10\*
  - one (1) Conflict of Interest Form\*
  - one (1) Affidavit Regarding Labor and Services
  - one (1) Public Entity Crime Statement\*

\*Located at <https://www.metroplanorlando.org/about-us/doing-business-with-us/>

## Required Contents / Structure of Proposal:

10-page limit inclusive of items 3 – 6 below (Front and back cover pages, table of contents, and dividers - if included - do not count as a page; two-sided pages count as two pages; page sizes specified below. Please use font size 11 or higher.

1. **Proposal Cover (8.5"x 11")** – MUST contain the following contact information:
  - Clearly state "RFP 2026-01: General Planning Consultant"
  - Company name
  - Address
  - Contact name
  - Email address
  - Phone number
  - Fax number (if available)
  
2. **Table of Contents (8.5"x 11")**
  
3. **Letter of Interest:** Up to three (3) pages (8.5"x 11") letter of interest. Proposers should respond to details of the scope, evaluation criteria, and how the consultant team can help support the MPO in achieving regional planning objectives over the next two to three years. The letter of interest should be signed by an officer of the company with authority to enter into a contract should they receive the proposal award.
  
4. **Project Descriptions:** Five (5) project descriptions. One (1) page (8.5"x 11") per project. Each project description should provide a brief overview, demonstrate connection to RFP scope areas and evaluation criteria, discuss creative approaches, and include client references with contact information. Projects should have been completed by the prime consultant or one of the subconsultant firms on the proposed team.
  
5. **Organization Chart:** One (1) page (8.5"x 11") organization chart identifying key personnel, roles and sub-consultants; if applicable.
  
6. **Resource Matrix:** One (1) page (8.5"x11" or 11"x17"; if 11"x17" use z-fold for physical submission) resource matrix including all proposed consultant staff. Resource Matrix should identify GPC Staff qualifications/experience in relationship to the Scope of Services and percent availability.
  
7. **Resumes Appendix:** Provide resumes for all staff identified in Resource Matrix. One (1) page maximum per person and four (4) persons to a page maximum; 8.5"x11". Resumes in appendix do not count in the 10-page limit.

## Other Proposal Information:

MetroPlan Orlando reserves the right to accept or reject any and all proposals without cause, to waive technicalities, and/or whose award will, in the sole opinion of MetroPlan Orlando, be in the best interest of and most advantageous to MetroPlan Orlando.

## Evaluation criteria to shortlist this RFP will be the following:

Proposed Evaluation Criteria	Possible Points
<b>Experience &amp; Qualifications</b> <ul style="list-style-type: none"> <li>Project Manager’s Experience Relating to Scoped Services</li> <li>Support Staff / Sub-consultant Ability and Experience</li> </ul>	25
<b>Responsiveness to Scope</b> <ul style="list-style-type: none"> <li>Understanding of Scope and Planning Approach</li> <li>Clarity and Organization of Proposal</li> </ul>	20
<b>Ability to Meet Organizations Needs</b> <ul style="list-style-type: none"> <li>Availability of Team Members</li> <li>Aligns Approach with Strategic Plans/Policies</li> <li>Shows Awareness of Local Stakeholder Landscape and Regional Context</li> </ul>	25
<b>Innovation and Creativity</b> <ul style="list-style-type: none"> <li>Identification of Opportunities within Anticipated Tasks</li> <li>Notable Innovative and Creative Approaches</li> </ul>	30
<b>Total</b>	<b>100</b>

After initial scoring by the committee, short-listed proposers will be contacted to provide oral presentations. The date for the final selection meeting is tentatively scheduled for Wednesday, May 6, 2026. Updated dates for the selection committee meetings will be provided on the MetroPlan Orlando website and via email to short-listed teams. All proposers should be prepared to present on the final selection meeting date should they be short-listed. Important information regarding this RFP will be posted on the MetroPlan Orlando website within the Consultant Services page (<https://metroplanorlando.gov/about-us/doing-business-with-us/>)

## Disadvantaged Business Programs:

### THIS RFP WILL USE FHWA FUNDS

#### DBE REQUIREMENTS WHEN FEDERAL HIGHWAY (FHWA) FUNDS ARE INVOLVED

Disadvantaged business enterprises are encouraged to respond to this Request for Proposals/Quotes. All proposals with PL (or other FHWA) funds as the payment source will not have DBE as part of the evaluation scoring process, i.e. evaluation and award will be race and revenue neutral. The evaluation scoring sheets should not have points on it.

## Required Contract Language:

**MetroPlan Orlando shall include the DBE Program language provided below in all contract agreements with their primes.**

*Participation by Disadvantaged Business Enterprises: The Consultant shall agree to abide by the statements in Paragraph (1) and (2) which follow. These statements shall be included in all subsequent agreements between the Consultant and any subconsultant or contractor.*

1. *It is the policy of MetroPlan Orlando that disadvantaged businesses, as defined by 49 Code of Federal Regulations, Part 26, shall have an opportunity to participate in the performance of Organization contracts in a non-discriminatory environment. The objectives of the Disadvantaged Business Enterprise program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.*
2. *MetroPlan Orlando and its contractors and consultants agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, the CONTRACTOR shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The MPO and its contractors, consultants, subcontractors and subconsultants shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.*

*This policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.*

*It is understood and agreed that if the CONTRACTOR at any time learns that the certification it provided MetroPlan Orlando in compliance with 49 CFR, Section 23.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the CONTRACTOR shall provide immediate written notice to MetroPlan Orlando's Administrative Management as defined in Article II. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the CONTRACTOR in all lower tier covered transactions and in all aforementioned federal regulation.*

#### **Required USDOT assisted contract language**

#### **CONTRACT ASSURANCE**

The Organization will ensure that the following clause is placed in every USDOT-assisted contract and subcontract:

*The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of USDOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.*

#### **PROMPT PAYMENT**

The Organization will ensure that the following requirements will be placed in every USDOT-assisted contract and subcontract:

*(A) Every contract let by the MPO for the performance of work shall contain a provision requiring the prime contractor, before receipt of any progress payment under the provisions of such contract, to certify that the prime contractor has disbursed to all subcontractors and suppliers having an interest in the contract their pro rata shares of the payment out of previous progress payments received by the prime contractor for all work completed and materials furnished in the previous period, less any retainage withheld by the prime*

contractor pursuant to an agreement with a subcontractor, as approved by the MPO for payment. The MPO shall not make any such progress payment before receipt of such certification, unless the contractor demonstrates good cause for not making any such required payment and furnishes written notification of any such good cause to both the MPO and the affected subcontractors and suppliers.

(B) Every contract let by the MPO for the performance of work shall contain a provision requiring the prime Contractor, within 30 days of receipt of the final progress payment or any other payments received thereafter except the final payment, to pay all subcontractors and suppliers having an interest in the contract their pro rata shares of the payment for all work completed and materials furnished, unless the Contractor demonstrates good cause for not making any such required payment and furnishes written notification of any such good cause to both the MPO and the affected subcontractors or suppliers within such 30-day period.

Each invoice on a contract with DBE participation will be required to be submitted on our standard invoice format requiring DBE breakout and the above Prompt Payment statement attached to it.

### **Confidentiality of Proposals**

#### **Proprietary Information:**

“In accordance with Chapter 119 of the Florida Statutes (Public Records Act), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Requests for Proposals and the responses thereto are in the public domain. However, the proposers are requested to **identify specifically** any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.”

Please note that Sections 119.07(3)(m) of the Florida Statutes address in part the issue of the public nature of sealed bids or proposals as well as the non-public nature of certain trade secrets. The proposal submitted by your company may contain **areas**, which are designated “**confidential**” or “**exempt from disclosure**”. If your proposal contains such information you are required to advise MetroPlan Orlando with specificity the applicable law making those provisions exempt from disclosure in accordance with the Public Records Law. **A generic notation that information is “confidential” will not suffice.**

Failure to provide the Department of Finance and Administration with a detailed explanation and justification including statutory cites and specific reference to your bid package detailing what provisions, if any, you believe are exempt from disclosure, may result in your proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes.



## RFP 2026-01 General Planning Consultant

# Section III

## Forms

For information only. Fillable forms are available on the MetroPlan Orlando website.

See related documents section of the Doing Business with Us Page

<https://metroplanorlando.gov/about-us/doing-business-with-us/>

**DBE PARTICIPATION STATEMENT**

**Note:** The Consultant is required to complete the following information and submit this form with the technical proposal.

Project Description: \_\_\_\_\_

Consultant Name: \_\_\_\_\_

This consultant (is ) (is not ) a Department of Transportation certified Disadvantaged Business Enterprise (DBE). If yes, percentage of fees to DBE consultant: \_\_\_\_\_ %

Expected percentage of contract fees to be subcontracted to DBE(s): \_\_\_\_\_ %

If the intention is to subcontract a portion of the contract fees to DBE(s), the proposed DBE sub-consultants are as follows:

DBE Consultant/Sub-Consultant	Type of Work/Commodity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## BID OPPORTUNITY LIST

Please complete and submit in a separate envelope than your proposal

MetroPlan Orlando  
250 S Orange Ave, Ste 200  
Orlando, FL 32801  
Email: [RFP@metroplanorlando.com](mailto:RFP@metroplanorlando.com)  
Telephone: (407) 481-5672 x310  
Fax: (407) 481-5680

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49 CFR Part 26.11 requires the Florida Department of Transportation to develop and maintain a "bid opportunity list." The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and materials supplies on DOT-assisted projects, including both DBEs and non-DBEs. For consulting companies this list must include all subconsultants contacting you and expressing an interest in teaming with you on a specific DOT assisted project. Prime contractors and consultants must provide information for Nos. 1, 2, 3 and 4 and should provide any information they have available on Numbers 5, 6, 7, and 8 for themselves, and their subcontractors and subconsultants.

Prime Contractor/Consultant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_  
Bid/Proposal Number: \_\_\_\_\_ Quote Submitted MM/YY: \_\_\_\_\_  
DBE Designation:  Annual Gross Receipts:   
Year Firm Established \_\_\_\_\_

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Sub Contractor/Consultant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_  
DBE Designation:  Annual Gross Receipts:   
Sub Type:  Year Firm Established: \_\_\_\_\_

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Sub Contractor/Consultant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_  
DBE Designation:  Annual Gross Receipts:   
Sub Type:  Year Firm Established: \_\_\_\_\_

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Sub Contractor/Consultant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_  
DBE Designation:  Annual Gross Receipts:   
Sub Type:  Year Firm Established: \_\_\_\_\_

**BID OPPORTUNITY LIST**

Page 2 for \_\_\_\_\_  
Bid/Proposal# \_\_\_\_\_

Sub Contractor/Consultant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_  
DBE Designation:  Annual Gross Receipts:   
Sub Type:  Year Firm Established: \_\_\_\_\_

Sub Contractor/Consultant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_  
DBE Designation:  Annual Gross Receipts:   
Sub Type:  Year Firm Established: \_\_\_\_\_

Sub Contractor/Consultant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_  
DBE Designation:  Annual Gross Receipts:   
Sub Type:  Year Firm Established: \_\_\_\_\_

Sub Contractor/Consultant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_  
DBE Designation:  Annual Gross Receipts:   
Sub Type:  Year Firm Established: \_\_\_\_\_

Sub Contractor/Consultant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_  
DBE Designation:  Annual Gross Receipts:   
Sub Type:  Year Firm Established: \_\_\_\_\_

Sub Contractor/Consultant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_  
DBE Designation:  Annual Gross Receipts:   
Sub Type:  Year Firm Established: \_\_\_\_\_



# MetroPlan Orlando

## Conflict of Interest Statement

RFP NO. \_\_\_\_\_

9. The following known business/family relationships exist between an employee of the above mentioned firm and a MetroPlan Orlando employee or board member. The relationships below are for informational purposes only and do not pose a conflict of interest based upon the statements above nor do the relationships violate Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, or the Internal Operating Procedures of MetroPlan Orlando.

Proposing Entities Employee Name	Employee's Title	Name of MetroPlan Employee or Board Member	Description of Relationship

In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify MetroPlan Orlando in writing.

**DATED this** \_\_\_\_\_ **day of** \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Printed Name of Affiant

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Title

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally known \_\_\_\_\_ OR Produced identification \_\_\_\_\_

Notary Public - State of \_\_\_\_\_ My commission expires: \_\_\_\_\_

\_\_\_\_\_  
(Printed typed or stamped commissioned name of notary public)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**AFFIDAVIT REGARDING LABOR AND SERVICES**

375-030-31  
PROCUREMENT  
07/24

Effective July 1, 2024, pursuant to §787.06(13), Florida Statutes, when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services.

Nongovernmental Entity's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Authorized Representative's Name: \_\_\_\_\_  
Authorized Representative's Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_

AFFIDAVIT

I, insert nongovernmental entity's authorized representative name, as authorized representative attest that insert nongovernmental entity's name does not use coercion for labor or services as defined in §787.06, Florida Statutes.

Under penalty of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

\_\_\_\_\_  
(Signature of authorized representative)

\_\_\_\_\_  
Date

STATE  
COUNTY OF

Sworn to (or affirmed) and subscribed before me, by means of  physical presence or  online notarization, this  
day of \_\_\_\_\_, (year), by

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires  
Personally Known  OR Produced Identification   
Type of Identification Produced

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to \_\_\_\_\_  
[print name of the public entity]  
by \_\_\_\_\_  
[print individual's name and title]  
for \_\_\_\_\_  
[print name of entity submitting sworn statement]

whose business address is

\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies]

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THE FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
[signature]

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally known \_\_\_\_\_

Or Produced identification \_\_\_\_\_ Notary Public – State of \_\_\_\_\_

\_\_\_\_\_  
(Type of Identification) My commission expires \_\_\_\_\_

\_\_\_\_\_  
(Printed, typed or stamped  
commission name of notary public)