

EARLY LEARNING COALITION OF NORTHWEST FLORIDA

REQUEST FOR PROPOSALS # ELCNWF 2026-01

Information Technology Support Services

RELEASED:

February 25, 2026

SUBMISSION DUE DATE:

April 7, 2026 @ 1:00 PM (CDT)



SECTION 1: GENERAL INFORMATION

1.1 Background

The Early Learning Coalition of Northwest Florida, Inc. (ELCNWF) was organized as a not-for-profit Florida corporation under the laws of the State of Florida on September 26, 2005. ELCNWF has been granted an exemption from income taxes under Internal Revenue Code, Section 501(c) (3) as a not-for-profit corporation.

ELCNWF is primarily funded by support from federal and state agencies contracted through the Florida Division of Early Learning (hereinafter “DEL”). ELCNWF provides a coordinated delivery system of school readiness programs that is designed to fully prepare children to learn upon entering the local kindergarten school systems in its seven-county service area (Bay, Calhoun, Franklin, Gulf, Holmes, Jackson and Washington counties). In addition, part of ELCNWF’s mission is to increase the availability, affordability and quality of child care services to children. The children who qualify for these programs are at-risk and/or from low-income families.

ELCNWF services are allocated into three main categories:

1. Direct Child Care – payments to approved providers for child care via tuition assistance for eligible families.
2. Non-Direct Child Care – directly incurred costs for support of child care services such as eligibility determination, training for providers, and resource and referral services.
3. Quality Initiatives – payments for directly incurred costs designed to enhance experiences for children and families, staff, or other early childhood professionals.

In addition, the ELCNWF provides training and resources to advance the skills of early care and education providers and staff, enhancing their ability to inspire learning and prepare children for future academic success.

1.2 Statement of Purpose

The purpose of this Request for Proposals (hereinafter referred to as “RFP”) by ELCNWF is to procure a contract for a qualified Information Technology Support Services Consultant to provide exemplary IT managed service solutions through the fiscal year ending June 30, 2029. The Coalition anticipates entering into a contract for these services for the period of three (3) years with an option to renew for one (1) additional three-year (3-year) period. Through the RFP, ELCNWF will select one Proposer to provide the services described herein. Small, minority-owned, women-owned, and service-disabled veteran business enterprises are encouraged to submit a Proposal.

It is the Proposer’s responsibility to examine this RFP, to understand ELCNWF’s requirements and to submit its proposal (“Proposal”) in a timely, complete, and procedurally correct manner. The services described in this RFP will be procured in accordance with s. 287.057, F.S. Contract(s) resulting from this solicitation, if any, are anticipated to commence **July 1, 2026** and end on **June 30, 2029**, and will be awarded through written notice to qualified and responsive Proposer(s) who(se) proposal is determined to be most advantageous to ELCNWF, taking into consideration price, quality and other criteria. The initial term of the Contract shall be for a period of thirty-six (36) months (unless otherwise specified, and may be renewed for a period not to exceed the greater of three (3) years or the term of the original contract, subject to Proposer’s successful performance under the Contract and the availability of funding.

SECTION 2: RFP PROPOSAL PROCESS

2.1 Point of Contact

The contact person listed below is the single point of contact for this RFP. The contact person for this RFP is:

Micaylee Clayton
Grants and Contracts Specialist
Early Learning Coalition of Northwest Florida, Inc.
4636 US 90, Suite P
Marianna, FL 32446
Email: micaylee.clayton@elcnwf.org

2.2 Proposer Disqualification

In accordance with s. 287.133, F.S., any individual, entity, or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal

for a period of 36 months following the date of being placed on the convicted vendor list, whether as a Proposer, a member of a Proposer, or a subcontract of a Proposer.

In accordance with s. 287.134, F.S., any individual, entity, or affiliate who has been placed on the discriminatory vendor list may not submit a proposal for a period of thirty-six (36) months following the date of being placed on the discriminatory vendor list, whether as a Proposer, a member of a Proposer, or a subcontractor of a Proposer.

The failure to have performed any contractual obligations with ELCNWF in a manner satisfactory to ELCNWF shall also constitute sufficient cause for disqualification. To be disqualified as a Proposer under this provision, the Proposer must have:

- A. Previously failed to satisfactorily perform in a contract with ELCNWF, been notified by ELCNWF of the unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of ELCNWF; or
- B. Had a contract terminated for cause by ELCNWF, State agency, subcontractor, subrecipient, or such like entity.

2.3 Cone of Silence

All parties to this solicitation shall be bound by a “Cone of Silence” surrounding solicitations and prohibitions against ex-parte communication. During the Cone of Silence, respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the seventy-two (72) hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays and state holidays, any of the following: (a) ELCNWF board members; (b) any ELCNWF staff; (c) any proposal evaluation committee members; and/or (d) any member of the executive or legislative branch regarding any aspect of this solicitation.

Respondents directly contacting board members, staff, or proposal evaluation committee members risk disqualification of their response from consideration. Written communications are allowable at any time, but only if addressed to the designated contact person.

2.4 Inquiries

All questions regarding this RFP must be forwarded in writing by U.S. Mail or by email to micaylee.clayton@elcnwf.org on or before **March 10, 2026 at 12:00 p.m. (CDT)** to ensure that sufficient analysis can be made before answers are supplied. Written responses to questions will be posted on ELCNWF’s website www.elcnwf.org by **March 11, 2026 at 5:00 p.m. (CDT)**.

2.5 Rejection of Proposals and Waiver of Minor Irregularities

ELCNWF reserves the right to reject any or all Proposals received pursuant to the RFP at any time if such action is in the best interest of ELCNWF as determined in its sole and absolute discretion. ELCNWF shall have the right, but not the obligation, to waive any minor irregularities in submitted Proposals if doing so would serve the best interests of ELCNWF, as determined in its sole and absolute discretion. For purposes of this Section 2.5, a minor irregularity shall mean a variation from the RFP terms and conditions that does not affect the price of the Proposal, does not give the Proposer an advantage or benefit not enjoyed by other Proposer(s), and/or does not adversely impact the interest of ELCNWF.

2.6 Notice of Contract Award

The Contract shall be awarded to the Proposer whose Proposal is determined to be most advantageous to ELCNWF, taking into consideration price and technical merits.

2.7 Protests and Disputes

Any unsuccessful Proposer who is adversely affected by ELCNWF's decision concerning a procurement solicitation or contract award under this RFP may protest such decision by filing a protest in compliance with s. 120.57(3), F.S. A Proposer may file a notice of protest in writing within seventy-two (72) hours after the posting of the notice of decision (or intended decision), and may file a formal written protest within ten (10) days after the date the notice of protest is filed as required by s. 120.57(3), F.S. Failure to file a timely notice of protest shall constitute a waiver of the Proposer's rights to any proceedings under Ch. 120, F.S.

Any Proposer desiring to file a formal written protest to this RFP must accompany such protest with a bond payable to ELCNWF in an amount equal to one percent (1%) of the estimated Contract amount in accordance with s. 287.042(2)(c), F.S. The bond shall be conditioned upon the payment of all costs which may be adjudged against the Proposer in any administrative hearing in which the action is brought and in any subsequent appellate court proceedings. In lieu of a bond, ELCNWF may accept a cashier's check, official bank check, or a money order in the amount of the bond. Failure to file the proper bond at the time of filing the formal written protest will result in a denial of the protest.

The notice of protest must be submitted to ELCNWF's Executive Director at 4636 US 90, Suite P, Marianna, FL 32446 in writing within seventy-two (72) hours of the Notification of Intent to Award. The formal written protest must be submitted within ten (10) days after the date the notice of protest is filed and must fully identify the facts resulting in the contested issues. The protest procedure shall be governed by s. 120.57(3), F.S.

2.8 Appeals

1. Unsuccessful Proposers affected by the denial, determination of eligibility, or ineligibility for contract award by ELCNWF with respect to any federal or state funded program or activity may appeal if the action or decision of ELCNWF is alleged by the Proposer to be:
 - (1) In violation of applicable federal or state law;
 - (2) Based upon an error of material and relevant facts; or
 - (3) Invalid because of an alleged denial of procedural due process.

2. Unsuccessful Proposers affected by the denial, determination of eligibility, or ineligibility for contract award by ELCNWF with respect to any federal or state funded program or activity may not appeal if:
 - (1) The Proposer agrees that the procurement process was fair;
 - (2) The Proposer's score was acceptable for funding but budget limitations, due to program allocations or the availability of funds, prevented the proposal from being funded;
 - (3) No error of material and relevant fact occurred, but the Proposer does not agree that the proposed services failed to satisfy the technical requirements of the competitive procurement process; and/or
 - (4) The Proposer was awarded funding, but the Proposer does not agree with the amount awarded.

2.9 Evaluation Process

ELCNWF shall conduct a comprehensive review of the responses to the solicitation by convening a proposal evaluation committee. The composition of the evaluation committee will depend on the total potential dollar value of the award and whether it is programmatic or administrative as determined by ELCNWF's Scoring Committee.

Responses will be evaluated using the RFP Evaluation Forms, which contains two sections, Initial Screening (**Exhibit 2**), and Quantitative Evaluation Criteria (**Exhibit 3**). The initial screening consists of a series of pass or fail questions that ensure respondents meet certain compliance items. Responses that are incomplete or do not satisfactorily address each and every requirement may be disqualified. The second portion, Quantitative Evaluation Criteria is based on the Minimum Programmatic Requirements set forth in Section 3 below and assigns a maximum point value to a series of questions that ensure the respondents have satisfactorily addressed each and all requirements. Responses submitted by Proposer must be concise and comply with the RFP page limit requirements of 10 pages. Proposer will be judged based on overall percentage achieved.

The evaluation process is designed to assess the Proposer's ability to meet ELCNWF requirements and to identify the Proposer likely to satisfy those requirements. The evaluation process will be conducted in a thorough and impartial manner at a proposal evaluation committee meeting held according to Ch. 286, F.S. Proposers are advised to periodically check ELCNWF's website calendar www.elcnwf.org for the scheduled date, time, and location of this session, should changes occur. Proposers should also reference **Appendix "A"**, which contains a list of the currently scheduled events in connection with this RFP.

Subsequent to the end of the evaluation process, the proposal evaluation committee will rate Proposers, who in their judgment, best meet the needs and requirements of ELCNWF. While price is an important factor in selecting Proposer(s) for an award, other factors in the competitive process will be considered and may take precedence over price. Those factors may include, but are not limited to, the following: quality of service offered, operating characteristics, technical innovations, administrative capability, previous experience in providing the same or similar services, and the ability to achieve the deliverables as specified in Section 3.4.

ELCNWF's Board of Directors, in their sole discretion, may elect not to award a Contract to any Proposer under this RFP. Proposer(s) may be selected for further evaluation in the context of an oral presentation, in-person interview, conference calls, or a combination of the foregoing. References may be checked and background checks may be performed to verify information submitted in the Proposals.

SECTION 3: SCOPE OF WORK

3.1 Scope of Work

The following are the services to be provided by a qualified Information Technology Support Services Consultant for ELCNWF.

1. Summary of Services

In summary, the Contractor will serve as a fully functional remote and on-site Network Service staff, fulfilling all duties that fall under Network Administration and Help Desk staff.

The intended Contract is for labor and tools only. Any equipment/software purchases will be quoted and paid for separately by ELCNWF. All equipment and software purchases are to be at the discretion of ELCNWF. Any support of equipment purchased while under the contract that the Contractor is responsible for, will be negotiated prior to the time of purchase and/or installation.

The chosen Proposer will provide each and every Network Consultant that accesses an

ELCNWF server or physical location with every tool needed to perform any support tasks for ELCNWF network. This includes laptops, telecommunication equipment, cell phones, basic cables & connectors, and any other standard tools. The monthly Network Consulting fee also includes all travel costs associated with support of the ELCNWF network.

This Contract also includes any meetings or other functions in which Administration staff would be needed. Additionally, this Contract would include developing customized reports as needed that afford ELCNWF leadership to make decisions regarding its operation.

2. Network Administration

Provide network administration services in the operation of the various areas of ELCNWF's computer network. The Contractor will provide all labor, tools, and necessary services to maintain and ensure the continued operation of ELCNWF's computer network. The selected Contractor will perform support for remote or on-site work at the various locations for departments as designated by ELCNWF. The selected Contractor will provide proactive advice and guidance on everyday normal issues, "how-to" issues with maintenance, disaster recovery, virus protection, software/hardware upgrades, license renewals, firewall maintenance, budgeting, etc. This support also includes but is not limited to projects such as equipment upgrades, application server upgrades, backup server maintenance, firmware upgrades, remote site network setups, handling of connectivity issues, software upgrades, audit preparation, Continuity of Operations Plan (COOP) planning with ongoing risk assessment, and technical advice on network related grants. The Contract will provide Phone/E-mail/Remote Access/On-site support to resolve emergency issues. The Contract will include the cost of labor to provision and install computer equipment.

All data, information, and passwords are the property of ELCNWF. At all times, the Executive Director or Designee shall have a list of all active passwords maintained by the Contractor to ensure access to the ELCNWF network.

3. Help Desk Services

Provide user Help Desk support services in the operation of the various areas of ELCNWF's computer network. Also provide technical support for remote and on-site work at the various ELCNWF locations to provide advice and guidance on everyday normal issues, "how-to" issues with maintenance, virus protection, various upgrades, etc. This support shall also include fielding all Help Desk calls from ELCNWF end users for issues such as everyday workstation, application, printer, telephone, etc. issues that arise at the defined locations.

4. Phone System Services

Provide VoIP phone system services in the operation of the various areas of ELCNWF's

computer network, including all locations to provide any support requests – moves/adds/changes – may also be required. This support includes fielding all Help Desk calls from ELCNWF end users and everyday phone/communication issues that arise in all locations.

5. Support to Resolve Emergency Issues

Provide phone/Email/Remote Access/On-site support to resolve emergency issues. Hours for this type of support are to be included in the designated hours of support in the Contract.

6. Break Down of Designated Support Hours

Support services are required during normal business hours, Monday through Friday, 8:00 AM to 5:00 PM (CT). The chosen Proposer shall provide ELCNWF with on-site employees as needed for support. The Contractor’s employees will complete daily tasks and maintenance, such as Help Desk support and performance management. The Contractor’s employees will also be involved in project management and planning, upgrades, security monitoring, reporting, asset management, meetings, and any other requested support by administrative staff of ELCNWF.

The chosen Proposer will also guarantee a two (2) hour response time for any emergency issues.

To ensure continuation of services for ELCNWF, emergency services must be completed **within twenty-four (24) hours** of service call.

7. Equipment Covered

Support all of ELCNWF current computer equipment. This includes all workstations, servers, printers, routers, switches, and any other network device that is currently in use at any of the defined locations. The Contractor is responsible for labor and tools only. Where possible, ELCNWF will consult with the Contractor on technology equipment purchases to ensure that the appropriate risk assessment and impact analysis has been performed prior to the purchase.

8. Coalition Offices to be Covered

a. Bay County

3009 Hwy 77, Suite F, Panama City, FL 32405

b. Jackson County

4636 HWY 90, Suite P, Marianna, FL 32446

c. Washington County

757 Hoyt Street, Bldg. 8, Chipley, FL 32428

9. Server Maintenance

- a. Update anti-virus and anti-malware software.
- b. Test software patches and security hot-fixes for compatibility.
- c. Manage and maintain Office 365.
- d. Administer VMware vSphere environment.
- e. Maintain network connectivity at all locations.
- f. Maintain and service SharePoint Intranet.
- g. Manage secure on-site/off-site backup solution.
- h. Configure and maintain email and web content filtering systems
- i. Monitor and maintain all server hardware and perform preventative maintenance regularly including:
 - i. Disk space checkup
 - ii. Hardware inspection and maintenance
 - iii. Review server, network, VoIP, application, and service event logs
 - iv. Decommissioning of antiquated equipment per designated lifecycle and appropriate procedures
 - v. Dust network equipment
- j. Provide proactive network monitoring system
- k. Manage multi-access point wireless network

10. Desktop, Laptop, and Mobile Devices

- a. Troubleshoot computer, tablet, desk phone, cell phone, network and printer related issues.
- b. Relocation of IT equipment, as needed.
- c. Installation and support of authorized software.
- d. Document each individual workstation system information.
- e. Document each individual username and permission levels dictated per position requirements.
- f. Document each individual's workstation's operating system and version number
- g. Spyware/Malware quarantine
 - i. If spyware and viruses are detected, perform the services necessary to eliminate these files, if time allows, or ensure a correction action plan as appropriate.
 - ii. Minor issues can be addressed during preventative maintenance, more complex issues may need to be scheduled for future action.
- h. Anti-virus definition updates

- i. Check the anti-virus definition date to ensure that all scheduled updates have been performed properly and effectively. Perform updates as required.
 - ii. Anti-virus quarantine maintenance
- i. Delete all quarantined files to rid the workstation of known viruses and identify files that could be potential problems.
- j. Perform all critical Dell and Microsoft Windows updates
- k. Perform Scan Disk
 - i. Run Scan Risk on each computer and document any anomalies
 - ii. Follow this documentation step with a corrective action plan as appropriate.
- l. Review event log
 - i. Review the event log to determine any potential problems
 - ii. Follow this step with a corrective action plan as appropriate
- m. Analyze the hard drive capacity and free drive space to improve performance.
- n. Clean the monitor, keyboard, mouse, and computer chassis on a regular basis.

11. Hosted Services

- a. Coordinate and liaise with all respective service providers to ensure delivery and continuity of all hosted services.
- b. Coordinate and liaise with the Division of Early Learning and other funders to maintain hosted connectivity.

12. Unlimited Telephone Support

- a. Manage, maintain, and support the internal, multi-site Nextiva VoIP phone system:
 - i. Moves, adds, changes, and all programming modifications for VoIP Phone System.
 - ii. Adjust and update auto attendant messages and hunt groups as needed.
 - iii. Coordinate with third party service providers for system maintenance and troubleshooting as needed.

13. Assessment Services

- a. *Level One Assessment:* Provide documentation on the business practices and the technology of the organization. Enough information is exchanged for Contractor to determine basic business functions, the current technical environment, the current technical constraints, and the strengths and weaknesses of ELCNWF's technical architecture, to allow recommendations and action plans to be formulated.
- b. *Level Two Assessment:*
 - i. *Current Technical Infrastructure:* Each piece of computer, server, VoIP, and networking equipment is assessed and a detailed list of components and

software are compiled to support technical troubleshooting.

- ii. Current Shared Resources:* Requires that all network structures be diagrammed to show each component and their interaction and identify which workstations have access to which device.
- iii. Information Resource Management Inventory Needs:* A document identifying any additional needs that the organization may have. This includes software license upgrades, security, backup and recovery, or peripherals.

14. Security

- a. Monitor network for unauthorized access.
- b. Maintain all directories and file permissions.
- c. Maintain and update firewalls.
- d. Configure and maintain network user permissions.
- e. Provide secure remote access.
- f. Adhere to confidentiality agreement wherein the Contractor cannot disclose network and/or data related details to any third party.

15. Support

- a. Configure desktops, laptops, and mobile devices; create user accounts as needed.
- b. Configure new servers as needed.
- c. Setup network printers/scanners/copiers.
- d. Submit a detailed monthly service request report.
- e. Utilize Service Desk/Ticket Management System.
- f. Attend monthly Contractor meetings and ad-hoc meetings to plan upgrades to network and software packages, as needed.
- g. Maintain Continuity of Operations Plan (COOP)/Disaster Recovery Plans to test and verify procedures in case of an emergency.
 - i. As part of the COOP and disaster recovery plan, test the backup and restore process to verify Coalition can access and use mission essential data and files.
 - ii. Document the date the test was last performed.
- h. Assist with Division of Early Learning and other funder connectivity to various sites.
- i. Assist the Security Officer and Local Administrator for various DEL systems.

16. Staff Training

- a. Provide staff training as needed, including but not limited to topics on data security awareness, equipment usage, software updates, and new software implementation.

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3.2 Proposer Technical Qualifications

Qualified Proposers shall provide a written summary demonstrating exemplary past experience in expeditiously and efficiently providing Information Technology Support services, to include:

1. Provide a detailed plan of how the Proposer intends to meet and/or exceed the scope of work provided in this proposal.
2. Number of years the Proposer has been in business in the United States and in Florida.
 - a. Indicate if the Proposer is a State of Florida based corporation and does it have an office in ELCNWF's service area of Bay, Calhoun, Franklin, Gulf, Holmes, Jackson, and Washington counties.
 - b. Provide a copy of your State license.
 - c. Provide Federal Employer Identification Number.
 - d. Indicate if the Proposer has been certified as a Minority Business Enterprise for the purposes of doing business with state government and include a copy of Minority Business Enterprise Certification
3. Any additional Industry Recognized Awards/Certifications
4. Credentials and experience of the Proposer's administrative, human resources, and risk management staff and indicate the average staff tenure with the organization.
5. A minimum of five professional and client references.
6. The Proposer, in its proposal, shall include the price to perform work for the contracted timeframe.
7. Plan for working on-site or virtually with the project manager.
8. Proposed project approach and schedule of work, list of current project management tools used by the company, list of current projects and possible wait time.
9. Identify the point of contact for the contract term.
10. List of personnel and biographies for key staff that will be working on this project.

SECTION 4: INVOICING AND PAYMENT OF INVOICES

1. ELCNWF intends to allow the selected Proposer to utilize their own invoice/form. All invoices and/or forms to be used during the Contract period must be approved by ELCNWF.
2. Invoice approval for payment will occur only after the Contract deliverables have been received, verified, and accepted by ELCNWF.
3. Scheduled payments will be based on Contract terms.
4. Invoices must include detailed supporting documentation of all amounts that are to be paid.

Timing of payment of invoices by ELCNWF to the Contractor and similar issues regarding payment is governed by s. 215.422, F.S.

SECTION 5: INSTRUCTIONS TO PROPOSERS

5.1 Response Content and Format

A completed Proposal **must** include the following items:

(1) Title Page

- a. Early Learning Coalition of Northwest Florida, Inc.
- b. Titled: **Information Technology Support Services**
- c. Request for Proposal Number: **RFP # 2026-01**
- d. Proposer's Name

(2) Table of Contents:

- a. Include a standard Table of Contents adding the appropriate page numbers for each section.

(3) Application (Appendix "B")

(4) Proposer's Technical Qualifications:

Response should include:

- a. Description of Proposer's expertise in Information Technology Support Services.
- b. Description of Proposer's relevant work history in Northwest Florida with non-profit organizations;
- c. Description of Proposer's knowledge of the rules and regulations that govern non-profit funding;
- d. Description of Proposer's plan on how it will render the services requested described in Section 3.1

- e. Description of the Proposer's tools already in place that will be used to provide the services requested;
- f. A current certificate of good standing issued by the Florida Department of State and Articles of Incorporation along with any other organizational documents sufficient for the purpose of the procurement.
- g. A current certificate of general liability insurance coverage.
- h. Any and all additional information as outlined in section 3.2

(5) Proposed Budget and

- a. Provide a budget and budget narrative for each year of the Contract term

(6) Mandatory Attachments:

- a. Exhibit 1: Request for Acceptance of Contract Terms and Conditions Form
- b. Exhibit 4: Request for Proposal Acknowledgement Form
- c. Exhibit 5: Request for Non-Collusive Affidavit
- d. Exhibit 6: Request for Statement of Non-Involvement Form
- e. Exhibit 7: Request for Certification Regarding Debarment, Suspension and Other Responsibility Matters Primary Covered Transaction Form
- f. Exhibit 8: Sworn Statement Pursuant to s 287.133(3)(a), F.S., on Public Entity Crimes Form
- g. Exhibit 9: Request for Non-Discrimination Statement Form
- h. Exhibit 10: Request for Certification Regarding Lobbying Form
- i. Exhibit 11: Request for Certification Regarding Drug-Free Workplace Form
- j. Exhibit 12: Request for Financial and Compliance Audit Requirements
- k. Articles of Incorporation/Organization
- l. Good Standing Certificate issued by the Florida Department of State

6.2 Format

Respondent(s) shall submit to ELCNWF **an electronic copy of their response in PDF format and viewable in Adobe Acrobat Reader.** Proposals should have the name of the agency, the program name, and RFP number clearly labelled. To be considered for evaluation, a respondent's response must conform to the content and format requirements described herein. Responses must be double-spaced in twelve (12) point font type.

All sections, including Application must have consecutive page numbers, beginning with the Title Page and Application (**Appendix "B"**). Include a standard Table of Contents adding the appropriate page numbers for each section. Page numbering may be done by hand if needed. All

response material must be placed in the order outlined. All supporting documents must directly relate to the Application being submitted.

Digital signatures will be accepted. The signature must be of the designated agent officially authorized to act as the contractual agent for the organization or collaborative partnership.

6.3 Submission

Proposals must be received by the Early Coalition of Northwest Florida, Inc., via email to:

Micaylee Clayton, Grants & Contracts Specialist
Early Learning Coalition of Northwest Florida, Inc.

[Micaylee.clayton@elcnwf.org](mailto:micaylee.clayton@elcnwf.org)

RFP # 2026-01 Information Technology Support Services

Proposals must be submitted on or before **April 7, 2026 by 1:00 p.m. CDT (ELCNWF's Clock Time)**.

No Proposals will be accepted after the submission deadline

6.4 Trade Secrets

ELCNWF will attempt to afford protection from disclosure of any trade secret as defined in s. 812.081, F.S., where identified as such in the response to this RFP, to the extent permitted under s. 815.04, F.S. Any prospective vendor or Proposer acknowledges, however, that the protection afforded by s. 815.04, F.S., is incomplete and it is hereby agreed by the Proposer and ELCNWF that no right or remedy for damages arises from any disclosure.

6.5 Cost of Preparation of Proposal

ELCNWF shall not be liable for any costs incurred by a Proposer in responding to this RFP.

6.6 Other Required Information

All Proposers must comply with section 274A of the Immigration and Naturalization Act. Such violation shall cause for rejection of the Proposal, or if subsequently discovered, for unilateral cancellation of the Contract.

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APPENDIX "A"
RFP # ELCNWF 2026-01
Information Technology Support Services

APPLICATION TIMETABLE / IMPORTANT DATES *

ACTIVITY	DATE	TIME	LOCATION
Release of RFP for Information Technology Support Services RFP # ELCNWF 2026-01	February 25, 2026	N/A	Notice of RFP will be posted on the ELC website and MyFloridaMarketPlace
All written inquiries to be received.	No later than March 10, 2026	5:00 PM CDT	Early Learning Coalition of Northwest Florida Attn: Micaylee Clayton Micaylee.clayton@elcnwf.org
Early Learning Coalition's response to inquiries	March 11, 2026	By 5:00 PM CDT	Response to inquiries will be posted on the ELC website and sent via email.
SUBMISSION OF SEALED APPLICATIONS	April 7, 2026	1:00 PM CDT	Early Learning Coalition of Northwest Florida Attn: Micaylee Clayton Micaylee.clayton@elcnwf.org
Initial opening of applications	April 7, 2026	1:05 PM CDT	Early Learning Coalition of Northwest Florida 3009 Highway 77, Suite F Panama City, FL, 32405
Proposal review period for Evaluation Committee	April 8 – April 22, 2026	N/A	Early Learning Coalition of Northwest Florida
Grants & Contracts Specialist to compile, review, and finalize results to be included with May board meeting packet	April 22, 2026	N/A	Early Learning Coalition of Northwest Florida
Board Committee review and approval of Evaluation Committee's recommendation	May 13, 2026	11:00 AM CDT	Early Learning Coalition of Northwest Florida
Anticipated posting of Notice of Award	May 14, 2026	By 5:00 PM CST	Notice of Award to be posted on ELC website and sent via email
Initiation of contract negotiations	TBD	N/A	TBD
Effective Date of Contract	July 1, 2026	N/A	N/A

****All dates and events are subject to change at the discretion of ELCNWF.***

Total Amount Requested
(sum of budget requests for all Areas shown in this
Application):

Name/Position of Person Completing
Application:

Email _____ **Phone** _____
Address: _____ :

Executive _____ **Phone** _____
Director/CEO: _____ :

Email: _____ **Fax:** _____

Chief Financial Officer _____ **Phone** _____
(If Applicable): _____ :

Email: _____ **Fax:** _____

Board
President (If
Applicable): _____

Title: _____ **Company:** _____

Mailing
Address: _____

City: _____ **State** _____ **Zip** _____
: _____ **Code:** _____

Telephone: _____ Fax
Number: _____

Email Address: _____

Contact Person Responsible for
Program/Service: _____

Title: _____ Email
Address: _____

Program/Service
Address: _____

City: _____ State: _____ Zip
Code: _____

Telephone: _____ Fax Number: _____

Public Relations
Contact: _____ Phone: _____

Email: _____ Fax Number: _____

Applicant
is: (mark
one) _____ an Existing ELCNWF funded Provider
_____ a New Provider (not previously funded by ELCNWF)

EXHIBIT 1
RFP # ELCNWF 2026-01
Information Technology Support Services

ACCEPTANCE OF CONTRACT TERMS AND CONDITIONS

If the undersigned shall be awarded this contract, the undersigned shall comply with all the terms and conditions specified in the RFP.

Signature of Authorized Official

Date

Name (Print)

Name of Company

*An authorized official is an officer of the Company who has the legal authority to bind the Company to the provisions of this Request for Proposal. This usually is the President, Chairman or the Board, Executive Director, or owner of the entity. A document establishing delegated authority shall be included with the proposal if signed by someone other than the President, Chairman, Executive Director, or owner.

Exhibit 2
RFP #ELCNWF 2026-01
Information Technology Support Services
FOR COALITION USE ONLY

Evaluation Committee
Initial Screening of Fatal Flaws and Quantitative Evaluation Criteria

1. Was the response received by the date and time specified in the solicitation?
 Pass (Yes) Fail (No)
2. Does the response provide the vendor's federal tax identification number (**Appendix "B"**)?
 Pass (Yes) Fail (No)
3. Did the proposer provide a written plan of work with submitted proposal?
 Pass (Yes) Fail (No)
4. Does the response contain a signed and dated Acceptance of Contract Terms and Conditions (**Exhibit 1**)?
 Pass (Yes) Fail (No)
5. Does the response contain a signed and dated Proposal Acknowledgement Form (**Exhibit 4**)?
 Pass (Yes) Fail (No)
6. Does the response contain a signed and dated Non-Collusive Affidavit Form (**Exhibit 5**)?
 Pass (Yes) Fail (No)
7. Does the response contain a signed and dated Statement of No Involvement (**Exhibit 6**)?
 Pass (Yes) Fail (No)
8. Does the response contain a signed and dated Certification Regarding Debarment, Suspension, and other Responsibility Matters Primary Covered Transaction (**Exhibit 7**)?
 Pass (Yes) Fail (No)
9. Does the response contain a signed Sworn Statement Pursuant to s. 287.133(3)(a), F.S., on public entity crimes (**Exhibit 8**)?
 Pass (Yes) Fail (No)

10. Does the response contain a signed and dated Non-Discrimination Statement (**Exhibit 9**)?
 Pass (Yes) Fail (No)
11. Does the response contain a signed and dated Certification Regarding Lobbying (**Exhibit 10**)?
 Pass (Yes) Fail (No)
12. Does the response contain a signed and dated Certification Regarding Drug-Free Workplace (**Exhibit 11**)?
 Pass (Yes) Fail (No)
13. Does the response contain a Financial and Compliance Audit Requirements Form (**Exhibit 12**)?
 Pass (Yes) Fail (No)
14. Does the response provide the Articles of Incorporation?
 Pass (Yes) Fail (No)
15. Does the response contain the Good Standing Certificate issued by the Florida Department of State?
 Pass (Yes) Fail (No)

EXHIBIT 3
RFP # ELCNWF 2026-01
Information Technology Support Services

FOR COALITION USE ONLY

Evaluation Committee
Quantitative Evaluation Criteria

Scoring Responses: Each evaluator is to assign a raw score for each evaluation criteria based upon his/her assessment of the solicitation response. The assignment of any individual score should be based upon the factors described below.

Scoring Factors – Specifications	100 Points
1. Description includes overview of company including key staff working on the project, biographies, point of contact for the contract period, and references.	30
2. The Proposer includes relevant work history with Northwest Florida and non-profits, and knowledge of the rules and regulations that govern nonprofit funding.	20
3. The proposer provides a timeline, list of current jobs, and plan for working with the project manager.	20
4. The proposer provides a plan to meet ELCNWF’s guidelines regarding invoicing.	15
5. All pricing provided reflect applicable discounts.	15
TOTAL POINTS	100

EXHIBIT 4
RFP # ELCNWF 2026-01
Information Technology Support Services

REQUEST FOR PROPOSAL ACKNOWLEDGEMENT FORM

Proposer Name

Proposer Mailing Address

City

State

Zip Code

Point of Contact

Title

Telephone Number

Fax Number

Email Address

Website Address

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same material, supplies, equipment or services and in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Proposal and certify I am authorized to sign this response and that the offer is in compliance with all requirements of the Request for Proposal, including but not limited to, certification requirements. **THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BELOW BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE EARLY LEARNING COALITION MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.**

Typed Name and Title

Signature

Date

EXHIBIT 5
RFP # ELCNWF 2026-01
Information Technology Support Services

NON-COLLUSIVE AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____ being first duly sworn deposes and says that:

He/she is the (Owner, Partner, Officer, Representative or Agent) of the Proposer that has submitted the attached Proposal;

He/she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

Such Proposal is genuine and is not a collusive or sham Proposal;

Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any Proposer, firm or person to fix the price or prices in the attached Proposal or any other Proposal or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

By: _____

Name: _____

Its: _____

SWORN TO and subscribed before me this _____ day of _____, 2026, by
_____ who is personally known to me or who
produced his/her _____ as identification.

Notary Public - State of _____
My commission expires: _____

Printed type of stamp

EXHIBIT 6
RFP # ELCNWF 2026-01
Information Technology Support Services

STATEMENT OF NO INVOLVEMENT

I, _____, as an authorized representative of _____, certify that no member of this firm or any person having interest in this firm has been:

Awarded a contract by the Early Learning Coalition of Northwest Florida, on a noncompetitive basis to perform a feasibility study concerning the scope of work contained in this solicitation, or participated in drafting this solicitation.

Typed Name of Authorized

Official: _____

Title of Authorized Official:

Signature of Authorized Official

Date Signed:

EXHIBIT 7
RFP # ELCNWF 2026-01
Information Technology Support Services

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY
MATTERS PRIMARY COVERED TRANSACTION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the Federal department or agency;
 - (b) Have not within a three-year period preceding this Proposal been convicted of, or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicated for, or otherwise criminally or civilly changed by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Proposal.

Name and Title of Authorized Representative

Name of Company

Signature

Date

EXHIBIT 8

RFP # ELCNWF 2026-01

Information Technology Support Services

**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 by _____ for _____, whose business address is and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, 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)(a), Florida Statutes, means a violation of any state and 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 and services to be provided to any public entity or any agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
3. I understanding the “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statues, 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 recording relating to charges brought by indictment or information after July 1, 1989, as result of jury verdict, non-jury 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:
 - a. A predecessor or successor of a person convicted of a public entity crime; or

- b. 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” included 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 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 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, 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, {Please 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, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. And (Please indicate which additional statement applies).

___ 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 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 charges with and convicted of a public entity crime within the past 36 months. 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 THIS FORM TO THE CONTRACTING OFFICER FOR THE ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INFOR 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.

Name and Title of Authorized Representative

Signature

STATE OF _____
COUNTY OF _____

SWORN TO and subscribed before me this _____ day of _____, 2026, by _____ who is personally known to me or who produced his/her _____ as identification.

Notary Public - State of Florida
My commission expires: _____

Printed type of stamp

EXHIBIT 9
RFP # ELCNWF 2026-01
Information Technology Support Services

NON-DISCRIMINATION STATEMENT

Public Law 105-220, Sec. 188 Nondiscrimination (a) *In General*

- (1) Federal financial assistance – For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C.2000d et seq.), programs and activities funded or other financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
- (2) Prohibitions of discrimination regarding participation, benefits, and employment. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such programs or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education amendments of 1972[20 U.S.C. 1681 et seq]), national origin, age, disability, or political affiliation or belief.
- (3) Prohibition on assistance for facilities for sectarian instruction or religious worship. Participants shall not be employed under this chapter to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).
- (4) Prohibition on discrimination on basis of participant status. No person may discriminate against an individual who is a participant in a program or activity that receives funds under this chapter, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.

(5) Prohibition on discrimination against certain noncitizens. Participation in programs and activities or receiving funds under this chapter shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

The undersigned has read and agreed to the statements described above.

Name and Title of Authorized Representative

Signature

Date

Name of Company

EXHIBIT 10
RFP # ELCNWF 2026-01
Information Technology Support Services

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee or member of congress in connection with the awarding of any federal Contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal Contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal Contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and Contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name and Title of Authorized Representative

Name of Company

Signature

Date

EXHIBIT 11
RFP # ELCNWF 2026-01
Information Technology Support Services

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

Pursuant to the Drug Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR 98, Subpart F and 45 CFR part 82.

I, _____, the undersigned, in representation of _____, the Provider, attest and certify that the Provider will provide a drug-free workplace, by the following actions.

- A. Publishing a statement of notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Provider's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - 1. The dangers of drug abuse in the workplace.
 - 2. The policy of maintaining of drug-free workplace.
 - 3. Any available drug counseling, rehabilitation and employee assistance programs.
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- C. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph A.
- D. Notifying the employee in the statement required by paragraph A that, as a condition of employment under the Agreement, the employee will:
 - 1. Abide by the terms of the statement.
 - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

- E. Notifying the agency in writing ten (10) calendar days after receiving notice under subparagraph D.2. from an employee or otherwise receiving actual notice of such conviction. Provide such notice of convicted employees, including position title, to every Grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number (s) of each affected Contract/Grant.
- F. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph d.2., with respect to any employee who is so convicted.
 - 1. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973 as amended.
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local, health, law enforcement or other appropriate agency
- G. Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs A, B, C, D, E and F.

CERTIFICATION

I declare under penalty of perjury under the laws of the United States and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

Name and Title of Authorized Representative

Name of Company

Signature

Date

EXHIBIT 12
RFP # ELCNWF 2026-01
Information Technology Support Services

FINANCIAL AND COMPLIANCE AUDIT REQUIREMENTS

This attachment is applicable if the Contractor is any State or local government entity, non-profit organization, or for-profit organization. For State or local government entities, a Single Audit performed by the Auditor General shall satisfy the requirements of this attachment. If the Contractor does not meet any of the requirements below, no audit is required by this attachment.

PART I: FEDERAL REQUIREMENTS

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

In the event the recipient expends \$500,000 or more in Federal awards during its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. In determining the Federal awards expended during its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Children & Families. The determination of amounts of Federal awards expended should be in accordance with guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part. In connection with the above audit requirements, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A133, as revised.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

PART II: STATE REQUIREMENTS

This part is applicable if the recipient is a non-state entity as defined by Section

215.97(2)(m), Florida Statutes.

In the event the recipient expends \$500,000 or more in state financial assistance during its fiscal year, the recipient must have a State single or project-specific audit conducted in accordance with Section 215.97, Florida Statutes; applicable rules of the Executive Office of the Governor, the Chief Financial Officer and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended during its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Children & Families, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.

In connection with the audit requirements addressed in the preceding paragraph, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 or 10.650, Rules of the Auditor General.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

Name and Title of Authorized Representative

Name of Company

Signature

Date

END OF PROPOSAL PACKAGE

RFP # ELCNWF 2026-01

Information Technology Support Services