



Urban League of
Broward County

REQUEST FOR PROPOSAL

Urban League of Broward County

RFP# 07182025-2

SERVICES FOR Audio-Visual & Stage Design Services

Issue Date: July 29th 2025

Due Date: August 5th, 2025

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INTRODUCTION

The Urban League of Broward County founded in 1975 as an affiliate of the National Urban League, is a 501(c)(3) tax-exempt, nonprofit organization authorized in the State of Florida. The Urban League of Broward County is a community-based organization dedicated to empowering communities and changing lives in the areas of education, entrepreneurship, jobs, justice, housing, and health. For more information about the Urban League of Broward County, please refer to www.ulbroward.org.

1. PURPOSE OF RFP

1.1. STATEMENT OF PURPOSE

The purpose of this Request for Proposal (RFP) is to contract with one (1) **Audio-Visual & Stage Design Services (Contractor)** to provide services outlined herein for the Urban League of Broward County (ULBC). For consideration, proposals for this project must contain evidence of the Proposer's experience and capabilities in the specified area and other disciplines directly related to the proposed service.

1.2 CONTRACTING RESULTING FROM RFP

This Request for Proposal (Solicitation Number: **07182025-2**), hereinafter referred to as the "RFP" is issued to secure a contract with a qualified company to provide the services described herein.

The Urban League of Broward County intends to enter into a contract with one selected Contractor for an initial term of **one (1) year**.

1.3 PERIOD OF PERFORMANCE

The contract term or period of performance shall be determined based on the timeline agreed upon by ULBC and the Contractor. Terms may be exercised by ULBC, at its sole discretion, with prior written notice to the Contractor.

The ULBC reserves the right to make any, and all determinations exclusively which it deems necessary to protect the best interests of its organization, programs, and the communities who are served by ULBC either directly. All proposers must be willing to negotiate a contract based on these terms, as applicable. Additional contractor terms and conditions will be incorporated into the final contract based on ULBC legal counsel review.

1.4 CONFLICT OF INTEREST

ULBC and its employees, representatives, or agents are bound by federal, and state regulations, and/ or the ULBC Conflict of Interest policy. All proposers must disclose in their Conflict-of-Interest Disclosure the name of any officer, director, or agent who is affiliated with ULBC as an employee, board member, provider, or other stakeholder. All proposers must also disclose the name of any stakeholder who owns, directly or indirectly, any interest in the proposer's business or any of its branches. Additionally, all proposers must disclose any business relationships or family ties with any officer, director, subcontractor, contracted provider, or employee of ULBC. See Attachment #1

2. RFP PROCESS & INFORMATION

2.1 CALENDAR OF EVENTS

Listed below is the calendar of important actions, including dates and times by which these actions must be taken or completed. If ULBC finds it necessary to change any of these dates or times, it will do so by addendum. Any addendums will be posted on the dedicated website.

Proposals/bids will be received until **[8/5/25]**, by **4:00 PM EST** for furnishing the services described herein.

	Estimated Calendar of Events	Date
1	RFP Issue Date	[7/29/25]
2	Technical Questions Email Questions Only to: procurement@ulbcfl.org	[7/30-8/4/25] by noon
3	Response to Technical Questions	[8/4/25]
4	Letter of Intent to Submit - Attachment 6 Email LOI to: procurement@ulbcfl.org	[8/4/25] REQUIRED
5	Proposal Submission Due Date	[8/5/25]
6	Evaluation of Proposal	[8/6/25]
7	In Person Interviews for selected respondents	[N/A]
8	Notifications and Final Selection	[8/7/25]
9	Contract Negotiations	[N/A]

2.2 CONE OF SILENCE/ PROHIBITED COMMUNICATIONS

Effective as of the issuance of this RFP and continuing through the 24-hour period following ULBC's award to a proposer, no proposer, or anyone representing a proposer, entity, or other organization, shall contact or discuss this RFP with any ULBC official, Board member, employee, or anyone other than the agency contact named in this RFP. Additionally, no proposer, or anyone representing a proposer, entity, or other organization, shall contact or discuss this RFP with any proposer engaged by ULBC to assist in preparing the RFP documents or any cost estimate related to this procurement. Violation of this prohibition may result in disqualification of the proposer, even if the contract has already been awarded.

2.3 QUESTIONS

Any questions from Proposers regarding this RFP shall be submitted via email, identifying the submitter, to procurement@ulbcfl.org by the specified date in the Calendar of Events. All questions and/or changes to the RFP will be posted on the dedicated webpage/procurement platform. It is the Proposer's responsibility to check the website for updates.

2.4 ADDENDA

The Urban League of Broward County (ULBC) has the absolute right to cancel, amend, modify, supplement, or clarify this RFP at any time in its sole discretion. If any revisions become necessary or appropriate, as determined in the sole discretion of the ULBC, an addendum issued by the ULBC will be posted. Failure to follow the RFP guidelines could result in a determination that the proposal is non-responsive.

3. SCOPE OF WORK

3.1. GENERAL STATEMENT

This project outlines the scope of work for AV and Stage Design services for Storybook Red Gala, a fundraiser taking place on September 20, 2025 at The Broward County Convention Center. The objective is to create a visually appealing and immersive atmosphere that reflects the event's theme, Storybook, and enhances the overall guest experience.

3.2. STATEMENT OF WORK

This project outlines the scope of work for AV and Stage Design services for Storybook Red Gala, a fundraiser taking place on September 20, 2025 at The Broward County Convention Center. The objective is to create a visually appealing and immersive atmosphere that reflects the event's theme, Storybook, and enhances the overall guest experience.

Initial Consultation & Needs Assessment: Conduct a comprehensive meeting with event organizers to define event goals, theme, audience size, venue specifics, and desired audio-visual and stage aesthetics.

Venue Site Survey: Perform a detailed on-site inspection of the event venue to assess power availability, rigging points, load-in/out logistics, acoustics, sightlines, and any architectural constraints.

Custom Stage Design & Renderings: Develop a unique stage concept, including dimensions, multi-tiered platforms, backdrop elements, and scenic decor, providing 2D and 3D renderings for client approval.

Professional Audio System Design & Setup: Specify, install, and calibrate a professional-grade sound system, including main PA, delay speakers, monitors, microphones (wired and wireless), and mixing consoles, ensuring clear audio throughout the venue.

Dynamic Lighting Design & Programming: Create a sophisticated lighting plot incorporating intelligent moving lights, LED fixtures, stage wash, atmospheric effects, and custom gobos, programmed to enhance various event segments and performances.

High-Definition Video Projection & Display Solutions: Provide and set up large-format LED walls or multiple high-lumen projectors and screens for presentations, live camera feeds, sponsor recognition, and dynamic visual content.

Live Camera Production & Recording: Supply multi-camera live switching for IMAG (Image Magnification) on screens, with options for professional recording of the entire event and/or specific segments.

On-Site Technical Staffing: Provide experienced and qualified audio engineers, lighting designers/operators, video technicians, and stagehands for the entire duration of the event, including setup, rehearsal, show execution, and dismantle.

Content Management & Playback: Coordinate and manage all client-provided digital content (presentations, videos, logos) for seamless integration and playback during the event.

Post-Event Teardown & Strike: Efficiently dismantle all audio-visual equipment and stage elements, ensuring the venue is returned to its original condition.

3.3. APPENDICES

ULBC may provide supporting documents relevant to the project scope, site, or background context. If applicable, these materials will be made available to proposers through a dedicated website, upon written request, or included in this RFP solicitation.

4. RFP SUBMISSION PROCESS & INSTRUCTIONS

4.1. PROPOSAL CONTENT

Proposals must clearly demonstrate the proposer's qualifications, understanding of the project scope, and ability to deliver the requested services. Submissions should be clear, concise, and organized for efficient review.

4.2. PROPOSAL SPECIFIC REQUIREMENTS

Each proposal must include the following sections:

- Table of Contents – With section headings and page numbers.
- Organization Profile & Qualifications – Include company name, address, contact details, primary contact person, and an overview of relevant experience, certifications, and key personnel.
- Project Approach – Description of how the proposer will meet each component of the Scope of Work, including ability to meet time constraints.
- References – Provide three (3) client references from the past five (5) years using the provided Reference Form (Attachment 3).

4.3. PROPOSAL FORMAT

1. Proposals must be submitted in PDF format.
2. Proposals will be uploaded to a dedicated website via a link provided at the time of LOI submission.
3. Proposals must include all required documents, attachments, and exhibits in one PDF file.

4.4. PROPOSAL SUBMISSION

1. Letter of Intent to Submit

Proposer's Letter of Intent (LOI)

Submit a completed Letter of Intent (Attachment 6) by the deadline listed in the Calendar of Events.

Instructions will be provided upon receipt.

2. Proposal Submission Due Date

Proposals must be submitted no later than the deadline listed in the Calendar of Events via the designated upload link. Late submissions will not be accepted. Proposers are responsible for ensuring their proposals are received on time and in the required format.

3. Submission of Signed Disclosures

Proposers must sign and submit all required forms, including:

Attachment - 1: Vendor Conflict of Interest Disclosure Form

Attachment - 2: Non-Collusive Affidavit

Attachment - 3: E-Verification Certification

Attachment - 4: Non-Discrimination, Equal Opportunity Assurances, Certifications, Other Provisions

Attachment - 5: Certification of Debarment, Suspension, and Other Responsibility Matters

Attachment - 6: Proposer's Letter of Intent (LOI)

Incomplete or unsigned forms may result in disqualification.

4.5 FEE PROPOSAL

Submit a detailed fee proposal that outlines the total cost for all services. Include a breakdown of costs by task or deliverable. If using subcontractors, identify them by name, describe their roles, and provide separate cost details.

5. EVALUATION CRITERIA

5.1. EVALUATION CRITERIA

Proposals will be reviewed for responsiveness and adherence to the proposal deadline. Any proposal that is incomplete may be considered non-responsive. Evaluations will be based on the following criteria, including but not limited to:

- Experience: Demonstrated experience in event design and decor for similar events.
- Creativity and Design Approach: Alignment with the client's vision and theme, and overall originality of the design concept.
- Quality of Materials and Equipment: Commitment to using high-quality, well-maintained items.
- Pricing and Value: Competitiveness of pricing and overall value proposition compared to other proposals.

Proposals received after the deadline will not be opened or considered. Incomplete or non-responsive proposals may be disqualified at ULBC's discretion. All proposals and supporting documentation shall remain the property of ULBC and will be maintained according to ULBC's record retention policy. Proposal contents shall be kept confidential to the extent permitted by applicable laws and procurement policies.

ULBC reserves the right to shortlist proposers based on initial evaluations prior to final selection, in alignment with ULBC Procurement Policies.

Proposals will be evaluated based on written submissions. At the discretion of the evaluation committee, follow-up questions or requests for clarification may be issued. Formal interviews or presentations will not be conducted for this solicitation unless explicitly stated in the RFP.

5.2. PROPOSER TECHNICAL QUALIFICATIONS

The proposer must demonstrate to the satisfaction of ULBC that it possesses the facilities, capacity, expertise, and financial stability necessary to perform the requested services effectively and reliably.

ULBC reserves the right to reject any proposal if, in its sole judgment, the proposer does not meet the required qualifications or if an investigation reveals concerns regarding the proposer's ability to fulfill the terms of the contract.

6. NOTICE TO PROPOSERS

6.1. COMPLIANCE WITH LAWS/RULES/REGULATIONS

The Successful Proposer shall for itself, and it shall cause each of its employees, agents, representatives, contractors, and subcontractors to continuously comply with any and all federal, state, and local laws, rules, regulations, codes, ordinances, statutes, and orders of any public authority bearing on the performance of the awarded Contract by Proposer. The Successful Proposer shall ensure throughout the duration of the Contract that it, and all of its contractors and subcontractors of any tier, shall be properly licensed and certified, as applicable, continuously throughout the duration of all work performed and services provided in accordance with the resulting Contract. All such licensing and certification shall be at the sole cost of each contractor and subcontractor. Upon request, the Proposer shall furnish to the ULBC copies of any licenses, permits or certifications required to comply with any law, rule, regulation, code, ordinance, statute, and order referenced herein.

6.2. ACCEPTANCE/REJECTION OF PROPOSALS AND WAIVER OF IRREGULARITIES

The ULBC reserves the right to reject any and all Proposals, and/or to re-advertise, to waive any defects, irregularities, informalities, or technicalities therein, to negotiate Contract terms with the successful Proposer, to disregard all non-conforming or non-responsive parts of a Proposal, or to accept any Proposal which, in the ULBC's sole judgment will best serve its interests. The ULBC may supplement, amend, modify and/or expand the solicitation requirements, accept Proposals from one or more Proposers, in whole or in part, and award only a portion of this solicitation. The ULBC reserves the right to cancel this RFP solicitation at any time without any liability and to cancel the award of any Contract at any time before execution of said Contract by all parties without any liability to the ULBC. In consideration of the ULBC's evaluation of submitted Proposals, the Proposer, by submitting its Proposal, expressly waives any claim for damages, of any kind whatsoever, in the event the ULBC exercises its rights.

6.3. DISQUALIFICATION

The Proposal and the Proposer shall be disqualified if:

1. The Proposer or affiliate has been placed on the discriminatory vendor list pursuant to Section 287.134, Florida Statutes.
2. The Proposer or affiliate has been placed on the federal suspension and debarment list.
3. The Proposer or affiliate has not complied with an official order of any agency of the State of Florida or the United States to repay disallowed costs incurred during its conduct or projects or services.
4. The Proposer or affiliate has failed to perform any contractual obligation with the ULBC in a manner satisfactory to the ULBC; or has failed to correct unsatisfactory performance to the satisfaction of the ULBC.
5. The Proposer or affiliate had a contract terminated by the ULBC, by any other ULBC, State agency or Federal agency.
6. The Proposer or affiliate or any of its staff make contact in violation of the provisions of the Cone of Silence as set forth in Section 2.2 above.
7. The Proposer or affiliate or any of its staff have participated in the development of the RFP documents for this Solicitation.

6.4. NO DISCRIMINATION

The ULBC will adhere to Title VII of the Civil Rights Act of 1964.

6.5. NOTICE OF CONTRACT AWARD

ULBC anticipates awarding a contract(s) to the responsible and responsive proposer(s) whose proposal is determined, in writing, to be the most advantageous to the organization, taking into account price and all evaluation criteria specified in the RFP.

The selected proposer will be notified via email. If the notice of award is delayed, ULBC will issue written notice of the delay and include a revised date for the anticipated award announcement. This notification may be communicated by email or posted to the designated platform, as appropriate.

ULBC is not obligated to disclose proposer scores, rankings, or deliberations unless explicitly stated in the RFP. All proposal documents and evaluation materials will be retained in accordance with ULBC's file retention policy and may be subject to federal or state audit.

6.6. GRIEVANCE AND DISPUTES

The protest procedures set forth in Chapter 120, Florida Statutes, do NOT apply to the ULBC or to this RFP. By submitting a Proposal herein, the Proposer shall comply with the ULBC Grievance Policy and Procedures, which can be requested via email at procurement@ulbcfl.org.

6.7. WITHDRAWAL OF PROPOSAL

The Proposer may withdraw its proposal before the opening of the proposals by submitting a written request signed by an authorized representative of the firm and email to procurement@ulbcfl.org.

6.8. PRE-CONTRACTUAL EXPENSES & COST OF PREPARATION

ULBC shall not be liable for any pre-contractual expenses, which are defined as expenses incurred by a Proposer(s) in preparing its proposal in response to this RFP, negotiating with the ULBC any matter related to the proposal, or any other expenses incurred by Proposer(s) prior to the date of award of the contract(s) resulting from this procurement.

6.9. SALES TAX

ULBC is tax-exempt and shall provide a certificate of tax-exempt status upon written request by the Contractor after contract award.

6.10. INSURANCE REQUIREMENTS

ULBC requires Contractors to obtain appropriate insurance coverage within the prescribed minimum limits set forth for the proposed goods and/or services. The required proof of insurance must comply with all federal, state, and local requirements as required for executing the proposed goods and/or services. The Urban League of Broward County reserves the right to review and procure risk insurance instead of the insurance selected by the Contractor or in addition to insurance proposed by the Contractor, at ULBC's discretion.

6.11. BONDING REQUIREMENTS

Performance Bond: 100% of the contract price to guarantee that the contractor completes the project per the contract.

Payment Bond: 100% of the contract price to ensure subcontractors, laborers, and material suppliers are paid. Miller Act (40 U.S.C. 3131-3134) and Florida's "Little Miller Act" (F.S. § 255.05) require performance and payment bonds for public construction contracts exceeding \$100,000 (Florida) and \$150,000 (federal).

6.12. FEDERAL & STATE PROCUREMENT COMPLIANCE

As applicable, proposers must adhere to federal and Florida state laws and regulations, including but not limited to:

Labor & Wage Standards

Davis-Bacon Act (40 U.S.C. 3141-3148) and Florida's "Little Davis-Bacon Act" (F.S. § 218.735) require the payment of prevailing wages on federally and state-funded construction projects.

Contract Work Hours and Safety Standards Act (CWHSSA) (40 U.S.C. 3701-3708) mandates overtime pay for laborers working over 40 hours per week.

Copeland "Anti-Kickback" Act (40 U.S.C. 3145) prohibits contractors from forcing employees to return any portion of their wages.

Equal Employment & Non-Discrimination

Equal Employment Opportunity (Executive Order 11246) prohibits discrimination in hiring and requires affirmative action plans.

Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et seq.) ensures accessibility compliance in construction projects.

Minority/Women-Owned Business Enterprise (MWBE) & Section 3 Compliance (HUD Section 3 Program, F.S. § 287.09451) promotes the inclusion of disadvantaged businesses and local hiring efforts.

Federal and State Contracting & Procurement Standards

2 CFR 200.318-327 (Uniform Guidance) establishes procurement requirements for federal funds, including competitive bidding and contract oversight.

Miller Act (40 U.S.C. 3131-3134) and Florida's "Little Miller Act" (F.S. § 255.05) require performance and payment bonds for public construction contracts exceeding \$100,000 (Florida) and \$150,000 (federal).

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) prohibits federal funds from being used for lobbying efforts.

Florida Preference Law (F.S. § 287.084) grants preference to Florida-based businesses when competing against out-of-state firms.

Buy America Act (41 U.S.C. 8301-8305) and Build America, Buy America Act (BABA) (Public Law 117-58) require federally funded infrastructure projects to use domestically manufactured iron, steel, construction materials, and other U.S.-made products unless a waiver is granted.

Environmental & Safety Compliance

National Environmental Policy Act (NEPA) (42 U.S.C. 4321 et seq.) requires environmental impact assessments for federal projects.

Clean Air Act (42 U.S.C. 7401 et seq.) & Clean Water Act (33 U.S.C. 1251 et seq.) mandate pollution control measures in construction.

Occupational Safety and Health Act (OSHA) (29 U.S.C. 651 et seq.) establishes safety requirements for construction sites.

Florida's Environmental Protection Act (F.S. § 403) regulates air and water quality compliance for state-funded projects.

Debarment & Transparency Requirements

Debarment and Suspension (Executive Orders 12549 & 12689) prohibit federally debarred contractors from bidding.

Access to Records & Audits (2 CFR 200.336) and Florida's Public Records Law (F.S. Chapter 119) require public agencies to provide access to procurement records for auditing and transparency.

Florida Debarment Law (F.S. § 287.133) prohibits contracts with any persons or entities convicted of public entity crimes, barring them from bidding on public contracts.

Access to Records & Audits (2 CFR 200.336) and Florida's Public Records Law (F.S. Chapter 119) require public agencies to provide access to procurement records for auditing and transparency.

Employment & Foreign Contract Restrictions

Employment Eligibility Verification (E-Verify) (F.S. § 448.095) requires employers to verify the legal status of all new employees.

Scrutinized Companies List (F.S. § 287.135) prohibits contracts with companies engaged in business operations with Sudan, Iran, or those boycotting Israel, aligning state investments with U.S. foreign policy.

ATTACHMENT - 1
VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

To ensure compliance with 2 CFR 200.318 and the Urban League of Broward County (ULBC) Conflict of Interest Policy, all bidders must complete this form to disclose any actual, potential, or perceived conflicts of interest before participating in the procurement process. A conflict of interest arises when an individual or entity involved in the procurement process has another interest that could materially interfere with their duty to act impartially. This includes ownership, personal, financial, or professional relationships that could create undue influence over the selection process. Failure to disclose a conflict of interest may result in disqualification from this procurement, contract termination, or other actions as permitted by law and ULBC policy.

Please check the appropriate box:

☐ **No Conflict of Interest** – I certify that no owner, officer, director, or employee of my company has a financial or personal interest in the procurement process or any relationship with ULBC staff, board members, or procurement officials that would create a conflict of interest as defined under 2 CFR 200.318.

☐ **Potential Conflict of Interest** – I disclose the following relationships that may be considered a conflict (attach additional pages if necessary):

Name of Individual: _____

Nature of Interest (Direct/Indirect***):** _____

Relationship to ULBC or Procurement Process: _____

* Immediate Family/Relative includes spouse/partner, children, parents, siblings, and in-laws Section 112.3143, F.S.

** Direct ownership means an individual owns any amount of a company or has decision-making control over procurement-related matters. Individuals with direct ownership must recuse themselves from procurement decisions in compliance with 2 CFR 200.318(c)(1).

*** Indirect ownership includes shares held through immediate family/relatives*, trusts, business partnerships, or any entity in which the individual has an interest but no controlling power. Even without control, individuals with an indirect interest must disclose the relationship to ensure transparency.

By signing below, I certify that:

1. I have reviewed my affiliations and financial interests, and to the best of my knowledge, I have disclosed all actual, potential, or perceived conflicts of interest.
2. I understand that I am required to update this disclosure annually and immediately report any new conflicts that arise.
3. I acknowledge that failure to disclose a conflict of interest may result in contract termination, disqualification from this procurement, and other legal consequences as permitted under 2 CFR 200.318.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

DATE

BUSINESS/COMPANY NAME

MAILING ADDRESS

CITY, STATE, ZIP

ATTACHMENT – 2
NON-COLLUSIVE AFFIDAVIT

The undersigned, is duly authorized to represent the persons, business and corporations joining and participating in the submission of the foregoing Request for Proposal (RFP) (such persons, business and corporations hereinafter being referred to as the Proposer), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, business or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other proposers, or with any official of the Urban League of Broward County, or any employee thereof, or any person, business or corporation under contract with Urban League of Broward County whereby the proposer, in order to induce the acceptance of the foregoing RFP by the Urban League of Broward County, has paid, or is to pay to any other proposer, or to any of the aforementioned persons, anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement, or agreement, with any other proposer/s which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing RFP.

1. This is to certify that the proposer, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding, or award of the referenced contract.
2. This is to certify that neither I, nor to the best of my knowledge, information and belief, the proposer, nor any officer, director, partner, member or associate of the proposer, nor any of its employees directly involved in obtaining contracts with Urban League of Broward County, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
3. This is to certify that the proposer, or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the RFP submittal.
4. This is to certify that if awarded a contract, the proposer will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this RFP.
5. This is to certify that the proposer is authorized by the manufacturer(s) to sell all proposed products.
6. This is to certify that we have completed, reviewed, approved, and have included all information that is required of these RFP forms.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

BUSINESS/COMPANY NAME

NAME (PRINT OR TYPE)

MAILING ADDRESS

TITLE

CITY, STATE, ZIP

DATE

ATTACHMENT – 3

E VERIFICATION CERTIFICATION

NAME OF VENDOR/CONTRACTOR: _____ (referred to herein as "Contractor")

The undersigned does hereby certify that the above named contractor:

Is, or will be, registered with and using the E-Verify system prior to execution of the contract with Urban League of Broward County; or

2. Is, or will be, registered with the E-Verify system prior to execution of the contract with Urban League of Broward County, but does not have any employees and does not intend to hire any new employees during the period that the contractor will be providing services under the contract; or
3. Is, or will be, registered with the E-Verify system prior to execution of the contract with Urban League of Broward County, but employs individuals who were hired prior to the commencement of providing labor on the contract and does not intend to hire any new employees during the period of time that the contractor will be providing labor under the contract.

The undersigned acknowledges the use of the E-Verify system for newly hired employees is an ongoing obligation for so long as the contractor provides labor under the contract and that the workforce eligibility of all newly hired employees will be properly verified using the E-Verify system.

Pursuant to Section 448.095 F.S., if Proposer is selected to enter into a contract with the Urban League of Broward County (ULBC), Proposer and any subcontractors used to carry out the duties and responsibilities outlined in a contract between ULBC and Proposer will register with and use the E-Verify system (E-Verify.gov) to verify the work authorization for newly hired employees. If applicable, selected Proposer(s) must also obtain and retain an affidavit from a subcontractor stating that the subcontractor does not employ, contract with or subcontract with anyone who is not duly authorized to work in the United States.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

BUSINESS/COMPANY NAME

NAME (PRINT OR TYPE)

MAILING ADDRESS

TITLE

CITY, STATE, ZIP

DATE

ATTACHMENT – 4

NON-DISCRIMINATION, EQUAL OPPORTUNITY ASSURANCES, CERTIFICATIONS, OTHER PROVISIONS

The prospective Vendor certifies that it and its principals (subcontractors and suppliers):

As a condition of funding from Urban League of Broward County under Title II, Proposer assures that it will comply fully with the following:

1. Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
2. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination based on disability.
3. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq., which prohibits discrimination based on sex in educational programs.
4. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination based on age.
5. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation, or beliefs.
6. The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
7. Equal Employment Opportunity (EEO): The Proposer agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Proposer and its subcontractors to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.
8. Proposer also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. Proposer understands that the United States has the right to seek judicial enforcement of this assurance.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

BUSINESS/COMPANY NAME

NAME (PRINT OR TYPE)

MAILING ADDRESS

TITLE

CITY, STATE, ZIP

DATE

ATTACHMENT - 5
CERTIFICATION OF DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS
TO BE COMPLETED BY PROSPECTIVE VENDOR

A. The prospective Vendor certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded by any Federal, State, County, City or Town or other government agency.
2. Have not within a three (3) year period preceding this bid proposal been convicted of or had a civil judgment entered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, City or Town or other local agency) transaction or contract; 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;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) within commission of any of the offenses enumerated in paragraph (A)(2) of this certification; and
4. Have not within a three (3) year period preceding this bid proposal had one or more public contracts (Federal, State, City or Town or other agency) terminated for cause or default.

B. Where the prospective Vendor is unable to certify any of the statements in this certification, an authorized signatory to this proposal shall complete, sign, and attach a detailed explanation.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160 – 19211).

PRESIDENT/CEO/AUTHORIZED SIGNATURE

BUSINESS/COMPANY NAME

NAME (PRINT OR TYPE)

MAILING ADDRESS

TITLE

CITY, STATE, ZIP

DATE

ATTACHMENT – 6

LETTER OF INTENT TO SUBMIT TO RFP #07182025-2

SECTION 1: RESPONDENT INFORMATION

Organization Name:
City, State, Zip Code:
Title:
Email Address:

Address:
Point of Contact Name:
Phone Number:

SECTION 2: LETTER OF INTENT

On behalf of _____ [Organization Name], we hereby submit this Letter of Intent to notify the Urban League of Broward County of our intent to respond to RFP #07182025-2. We acknowledge our understanding of the scope of work outlined in the RFP and our commitment to adhering to all applicable federal, state, and local regulations. By signing below, we confirm our intent to submit a proposal and agree to comply with the terms and conditions outlined in the RFP.

SECTION 3: SUBMISSION REQUIREMENTS

Deadline: All completed Letters of Intent must be submitted via email to procurement@ulbcfl.org no later August 1, 2025, by 4:00 PM EST. Late submissions may not be considered.

Confirmation: Respondents are responsible for requesting a confirmation receipt to verify that their Letter of Intent has been received. Failure to confirm submission may result in exclusion from the proposal process.

SECTION 4: CERTIFICATION & AUTHORIZED SIGNATURE

I, the undersigned, certify that the information provided in this Letter of Intent is accurate and that _____ [Organization Name intends to submit proposal in response to RFP #07182025-2 by the terms and conditions outlined in the RFP.]

Authorized Representative Name: _____

Title: _____

Signature: _____

Date: _____