

REQUIRED DOCUMENTATION DESCRIPTION
PY' 14-15

(Use Blue Ink For Forms Requiring Completion)

1. Current Year Corporate Registration

A copy of the current year corporate registration certificate or current year permit/license issued by the Division of Licensing Department of State, State of Florida is required by SFWIB to insure that the Respondent is currently active and approved to do business in the State of Florida. **[Not applicable to Governmental Jurisdictions]**

2. Names and Positions of Members of the Board of Directors (Form F-2)

This document (Form F-2) shall be a listing of the names of the Board of Directors and their position(s) on the Board including Chairman, Vice-Chairman, Secretary, Treasurer, and various committee positions; address, telephone numbers, e-mails; *analysis of gender, race and ethnicity. **[*Not applicable to For-Profit Organizations]**

3. Organizational Responsibilities (Form F-3)

This document (Form F-3) insures that each managerial responsibility has been assigned to a staff person. It is possible that one person may be responsible for more than one of these assignments. **[Note: Ensure that the name of the person authorized to sign contracts is the same as the person authorized by the Board Resolution to enter into contracts on behalf of the Respondent's Organization.]**

4. Corporate/Board Resolution / LLC Affidavit: (Form F-4)

4a. Corporate/Board Resolution (Form Sample F-4) shall identify, by name and title (President or Vice President), the individual(s) authorized by the Respondent's Board of Directors to enter into a contract in the name and on the behalf of the Respondent's **Organization** with SFWIB. **The Resolution shall have affixed the corporate/board seal.**

or

4b. Limited Liability Companies shall complete and submit a notarized LLC Affidavit (A134 – Affidavit of Member of Florida LLC or A135 – Affidavit of Member of Non-Florida LLC) as applicable.

5. Certificate of Sound Fiscal Management (Form F-5)

This document (Form F-5) will certify that the Respondent and the Respondent's CPA have agreed to establish and maintain sound financial and fiscal controls and management systems. **[Not applicable, if the Respondent is required to have a fiscal audit and Not applicable to Governmental Jurisdictions]**

6. W-9 -- Request for Taxpayer Identification Number and Certification

The **IRS Form W-9** is a request for taxpayer identification number and certification. If the organization has an IRS Certification of Tax Status, SFWIB will require a copy. If not, SFWIB will require the organization's IRS identification number by completion of this form.

7. Personnel Policies and Procedures

Attach the Respondent's Personnel Policies and Procedures Manual.

8. Insurance Requirements

Submit Proof of Current Insurances that includes: Commercial General Liability, Professional Liability, Automobile Liability, Worker's Compensation Insurance and Fidelity Bond Insurance.

The following Insurances shall be required by SFWIB prior to the acceptance and execution of a contract:

- a. **Governmental Entities:** The Contractor, as a self-insured governmental entity, shall provide to SFWIB, a letter from the Contractor stating that the Contractor is self-insured and maintains an ongoing Self-Insurance Program as allowed under the Florida Statutes and that such self-insurance offers protection applicable to the Contractor's officers, employees, servants and agents while acting within the scope of their employment with the Contractor. SFWIB shall not disburse any funds until SFWIB is provided with the letter of self-insurance and SFWIB has approved such document.
- b. **Non-Governmental Entities:** Contractors operating in the capacity of a community-based organization, a private non-profit organization, or a private for-profit organization, shall maintain the required insurance under the provisions specified and shall provide to SFWIB proof of such insurance. SFWIB shall not disburse any funds until SFWIB is provided with the necessary Certificate of Insurance and SFWIB has approved such document.
 - i. **Commercial General Liability Insurance** shall be:
 - Secured on a comprehensive basis to include contingent liability in an amount that insures that the Contractor is protected against any suits.
 - Secured in the following minimum amounts: \$1,000,000 aggregate; \$1,000,000 per occurrence. For individuals who provide professional services, including consultants, commercial general liability coverage in the amount of the contract or \$50,000 whichever is greater. **SFWIB shall be named as an additional party insured with respect to this coverage. [Note: Ensure that the certificate of liability insurance names SFWIB as the Certificate Holder.]**
 - ii. **Professional Liability Insurance**, when applicable, shall be secured in the name of the Contractor in an amount not less than \$300,000. This insurance covers liability arising from rendering of or failure to render professional services. **SFWIB shall be named an additional party insured with respect to this coverage. [Note: Ensure that the certificate of insurance names SFWIB as the Certificate Holder.]**
 - iii. **Automobile Liability Insurance**
 - For all vehicles owned, leased, or hired by the Contractor, which are utilized in connection with the services provided under the terms of this contract, Auto Liability Insurance is required in the single limit amount of not less than \$500,000. The endorsement of PIP shall be added.
 - Non-owners Auto Liability Insurance shall be required if any personal vehicles are utilized by employees for official use in connection with the services provided under the terms of this contract. Non-owners auto liability insurance shall be required regardless of whether or not the employee request mileage reimbursement.
 - Personal vehicles owned by employees of the Contractor which are not owned by the Contractor; but are utilized in connection with the services provided under the terms of this contract, auto liability insurance shall be required in the single limit amount of not less than \$300,000. PIP shall be added as an endorsement.
 - iv. **Worker's Compensation Insurance**

Worker's Compensation Insurance shall be secured for each person employed or enrolled by the Contractor *(including, but not limited to, insurance for participants enrolled in occupational skills training or employability skills training programs and projects.* **Exception- in cases of participant work experience, the State of Florida**

covers worker's compensation for AWI-funded work experience programs.) This insurance shall be secured in an amount that is consistent with Chapter 440 of the State of Florida Statutes. If Worker's Compensation Insurance cannot be secured for participants, an alternative insurance approved by the SFWIB must be secured.

v. **Worker's Re-employment Assistance (formerly Unemployment Compensation) Insurance (RAI)**

Worker's **Re-employment Assistance** Insurance shall be secured for each person employed by the Contractor in a manner which is in accordance with Federal and State laws. **Submit the following documents:**

- A copy of **the two most recent RT-6 (formerly UCT-6) reports** submitted to the State of Florida.

Proof that RUI taxes were paid to the State of Florida:

- Tax summary page or tax impound pages from your P.E.O., or
- Bank statements showing payments/electronic funds transfers to the State, or
- Copies of canceled checks

Ensure that the amounts indicated in the proofs of payment match the amount totals of the RT-6 reports.

vi. **Fidelity Bond Insurance** (for all employees of the Contractor)

The Contractor shall provide fidelity bonding for all staff persons as follows:

- Directors, Officers and staff persons who are authorized by the Contractor to account for property, authorize expenditures, request cash advances and reimbursements, sign justification packages, receive or deposit funds into program accounts, issue financial statements, checks or other instruments of payment for program costs, sign checks, on behalf of the agency, personally receive checks from SFWIB, or otherwise handle funds.
- This requirement shall be fulfilled through the purchase of a blanket fidelity bond. If a blanket bond cannot be purchased, then a position bond should be purchased. If neither a blanket bond nor a position bond can be secured, each person shall be individually bonded for the full amount of bonding required for this Section.
- The amount of the bond, whether issued through a blanket bond, position bond or individual bond, shall be equal to the following amount:
 - For Contractors that shall be submitting reimbursement/justification packages during the fiscal year, the amount of the Fidelity Bond shall be secured in the amount of \$50,000, or one-fourth (1/4) of the total amount of the funds allocated to the contracted service provider for all SFWIB programs that are operated by the Contractor, whichever is lower.
 - The Certificate should also include a statement which names **SFWIB as the Loss Payee for any claim involving SFWIB funds or as trustee of the bond or as an Additional Insured.**

c. **Submission of the Insurance to the SFWIB:**

- i. The Contractor shall insure that all insurance required under its contract **is secured prior to the effective period of performance of the contract.**
- ii. **All Policies and Certificates of Bonding and Insurance shall be in the possession of the SFWIB**

prior to the execution of the contract. If the Contractor secures any of the insurance policies, which have effective dates that are subsequent to the beginning effective period of the contract, then **the beginning effective period shall be equal to the effective date of the latest insurance policy secured by the Contractor.**

No costs, which are allowable through the performance of the contract, shall be incurred prior to the determination of the effective period of performance of the contract. If such costs are incurred, they shall become the responsibility of the Contractor and shall not be reimbursed through WIA, WT, RET or other funds awarded by SFWIB.

iii. All insurance policies secured by the Contractor shall be issued by companies authorized to do business in the State of Florida, with the following qualifications:

- The company must be rated not less than "B" as to management; and not less than Class "V" as to financial strength by the latest edition of Best's Insurance Guide, published by A. M. Best Company, Inc., Oldwick, New Jersey, or its equivalent, subject to the approval of SFWIB;

or

- The company shall hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized to do Business in Florida," issued by the State of Florida Department of Insurance and shall be members of the Florida Guaranty Fund.

iv. All Certificates of Bonding and Insurance submitted to SFWIB shall provide the following information:

- The agency / individual / position that is insured / bonded;
- The amount of the bond or insurance policy;
- The beginning effective date of the policy and the expiration date of the policy;
- A statement, which insures that the SFWIB will be notified of any cancellation of the policy at least thirty (30) days prior to said cancellation; and
- A statement naming **SFWIB as the Loss-Payee or SFWIB shall be named as an additional party insured with respect to this coverage.**

In the event that an insurance policy is cancelled during the effective period of the contract, the SFWIB shall withhold all payments from the Contractor until a new Certificate of Insurance is submitted and accepted by the SFWIB. The new insurance policy shall cover the period commencing from the date of cancellation of the prior insurance policy.

If the Contractor fails to secure the required insurance as a result of such cancellation within ten (10) calendar days after the effective date of cancellation, SFWIB may forthwith terminate the contract.

9. **Code of Business Ethics Affidavit** *Complete and sign form.*

10. **Assurances and Certifications** *Complete and sign form.* The four-page form incorporates the following assurances and certifications:

- Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Certification Regarding Lobbying
- Certification Regarding Drug-Free Workplace Requirements
- Non-Discrimination and Equal Opportunity Assurances
- Certification Regarding Public Entity Crimes
- Sarbanes-Oxley Act of 2002
- Association of Community Organizations for Reform Now (ACORN) Funding Restrictions Assurance
- Scrutinized Companies Lists Certification
- Discriminatory Vendors Lists

11. **Florida Clean Indoor Air Act** *Complete and sign form.*
12. **Contractor Disclosure and Certification** *Complete and sign form.* Ensure check marked and circled items are completed.

All of the above required documentation must be submitted and attached under the completed cover sheet entitled **Checklist for Submitting Operational Documents (Form F-1)**.

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