

The purpose of this document is to provide a preview of the Supplier Profile Questionnaire (SPQ), found in the Broward County Public Schools (BCPS) eProcure Supplier Portal. The questions, documents, and other requirements may vary based on several factors such as supplier registration type or organizational structure.

We encourage you to review the list of documents and preview the questions prior to beginning the SPQ process. This will allow you to prepare in advance as needed.

This is NOT an application

For the opportunity to become a registered supplier for BCPS you must visit the eProcure Supplier Portal.

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Supplier Profile Questionnaire (SPQ) Overview

Each section of the Supplier Profile Questionnaire is associated with a specific registration, certification, or pre-qualification. As demonstrated in the rest of this document, the numbering sequence aligns with all the questions and documents within each section and subsection.

Section 1 – Standard Supplier Registration

All prospective suppliers are required, at minimum, to complete **Section 1 - Standard Supplier Registration** of the SPQ. This section includes:

1. Standard Supplier Registration
 - 1.1. Instructions for Completion
 - 1.2. BCPS Supplier Onboarding Initial Assessment
 - 1.3. General Supplier Information
 - 1.4. Standard Supplier Registration Status

Section 2 – Emerging/Small/Minority/Women Owned Business Enterprises (E/S/M/WBE)

If prospective suppliers are seeking E/S/M/WBE certification in addition to their standard registration, then **Section 2 – Emerging/Small/Minority/Women Owned Business Enterprises** of the SPQ must be completed. There are three potential E/S/M/WBE certifications; (1) New Certification, (2) Reciprocal Certification, and (3) Re-certification. This section includes:

2. Emerging/Small/Minority/Women Owned Business Enterprises
 - 2.1. Supplier Diversity Outreach Program – Initial Assessment (1)
 - 2.2. Commodities and Certifications (1)
 - 2.3. Certification Requirements Documentation, and Questions (1)
 - 2.4. Ownership and Control (1)
 - 2.5. Reciprocal Certification (2)
 - 2.6. E/S/M/WBE Re-Certification (3)
 - 2.7. BCPS – Supplier Diversity Outreach Program (for informational purposes only)

Section 3 – Pre-Qualification

If prospective suppliers are seeking Construction Pre-Qualification in addition to their standard registration, then **Section 3 – Pre-Qualification of the SPQ** must be completed. There are three potential Construction Pre-Qualification categories; (1) New Pre-Qualification, (2) Pre-Qualification Increase, and (3) Pre-Qualification Renewal. This section includes:

3. Pre-Qualification
 - 3.1. Pre-Qualification Initial Assessment
 - 3.2. Pre-Qualification Requirements and Questions (1)
 - 3.3. Organization Classification (1)
 - 3.4. License Information(1)
 - 3.5. Background Information (1)
 - 3.6. Safety (1)
 - 3.7. Additional Trade and Staff Information (1)
 - 3.8. Financial Information and References (1)
 - 3.9. Per License Requirement (1)
 - 3.10. Pre-Qualification Renewal and Limit Increase (2 & 3)
 - 3.11. Pre-Qualification Status Information (for informational purposes only)

Documents List

The purpose of the table below is to assist suppliers in the identification and completion of required documents for the various types of supplier registrations, certifications, and pre-qualifications available through the eProcure Supplier Portal. The section numbers indicate which type of certification or pre-qualification the document is associated with as per the outline provided in the overview above.

Section #	Documentation	Required for Standard Registration	Required for E/S/M/WBE Certification	Required for Construction Pre-Qualification	Notes
Standard Supplier Registration Attachments					
1.3.8	W-9	X	X	X	
1.3.9	Attach IRS Letter with EIN Number	X	X	X	
New ESMWBE Certification Attachments					
2.3.1	Proof of Citizenship / Ethnicity (Birth Certificate, Permanent Resident Card, Certificate of Naturalization, Tribal Card, Passport)		X		Required for suppliers seeking Emerging Small/Minority/Women Business Enterprise (E/S/M/WBE) Minority Business Enterprise (MBE) Minority/Women Business Enterprise (M/WBE) Small/Minority/Women Business Enterprise (S/M/WBE) Women Business Enterprise (WBE)
2.3.2	Proof of Identification (Driver's License, State Issued Identification Card)		X		Required for suppliers seeking Emerging Small/Minority/Women Business Enterprise (E/S/M/WBE) Minority Business Enterprise (MBE) Minority/Women Business Enterprise (M/WBE) Small/Minority/Women Business Enterprise (S/M/WBE) Women Business Enterprise (WBE)
2.3.3	Business Tax Receipt for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties		X		
2.3.4	Municipal Business Tax Receipts for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties		X		
2.3.5	Proof of Business Location /Operation in Tri-County Area (I.e., Lease Agreement, or Property Tax Bill)		X		
2.3.7	Federal Income Tax Returns, Including Schedule K-1 or Schedule G. (The previous two (2) years' Tax Returns)		X		
2.3.8	Attach Personal Tax Returns, Including a Schedule C. (The previous two (2) years' Tax Returns)		X		Only required if the Business Type is Sole Proprietor

Section #	Documentation	Required for Standard Registration	Required for E/S/M/WBE Certification	Required for Construction Pre-Qualification	Notes
2.3.9	Federal Income Tax Returns for Subsidiaries and/or Affiliates, including Schedule K-1 or Schedule G. The previous two (2) years		x		
2.3.10	Resume of Principal Owner(s) and Key Employee(s)		x		
2.3.11	List of all current employees and copy of 1099 for each employee 02 Form 941		x		See Attachments & Templates for further details.
2.3.13	Certificate of Formation (signed by State Official)		x		Only required if the Business Type is General Partnership
2.3.14	Attach Articles of Incorporation		x		Only required if the Business Type is Corporation
2.3.15	Attach Corporate By-laws		x		Only required if the Business Type is Corporation
2.3.16	Attach Stock Certificates (front and back)		x		Only required if the Business Type is Corporation
2.3.17	Attach Stock Ledger		x		Only required if the Business Type is Corporation
2.3.18	Attach Operating Agreement		x		Only required if the Business Type is Limited Liability Corporation
2.3.19	Attach Assumed Name Certificate (if applicable)		x		Only required if the Business Type is Limited Liability Partnership or Limited Partnership
2.3.20	Attach Partnership Agreement (including Buy-Sell and Profit Sharing Agreements)		x		Only required if the Business Type is Limited Liability Partnership or Limited Partnership
2.3.28	New Businesses ONLY - Balance Sheet and Income Statement from within 90 days		x		Only required if your company has been in business for less than 2 years
2.4.3	Ownership Template.		x		See Attachments & Templates for further details.
2.4.4	Officers/Directors of Corporation/Board of Directors Template.		x		See Attachments & Templates for further details.
2.4.5	Day-to-Day Management Operations Template.		x		See Attachments & Templates for further details.
2.4.6	Affidavit		x		See Attachments & Templates for further details.

Section #	Documentation	Required for Standard Registration	Required for E/S/M/WBE Certification	Required for Construction Pre-Qualification	Notes
Reciprocal Certification Attachments					
2.5.2	Business Tax Receipt for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties		X		
2.5.3	Municipal Business Tax Receipts for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties		X		
2.5.12	Affidavit.		X		
Recertification Certification Attachments					
2.6.2	Proof of Citizenship / Ethnicity (Birth Certificate, Permanent Resident Card, Certificate of Naturalization, Tribal Card, Passport)		X		Required for suppliers seeking Emerging Small/Minority/Women Business Enterprise (E/S/M/WBE) Minority Business Enterprise (MBE) Minority/Women Business Enterprise (M/WBE) Small/Minority/Women Business Enterprise (S/M/WBE) Women Business Enterprise (WBE)
2.6.3	Proof of Identification (Driver's License, State Issued Identification Card)		X		Required for suppliers seeking Emerging Small/Minority/Women Business Enterprise (E/S/M/WBE) Minority Business Enterprise (MBE) Minority/Women Business Enterprise (M/WBE) Small/Minority/Women Business Enterprise (S/M/WBE) Women Business Enterprise (WBE)
2.6.4	Business Tax Receipt for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties		X		
2.6.5	Municipal Business Tax Receipts for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties		X		
2.6.6	Proof of Business Location /Operation in Tri-County Area (I.e., Lease Agreement, or Property Tax Bill)		X		
2.6.8	Federal Income Tax Returns, Including Schedule K-1 or Schedule G. (The previous two (2) years' Tax Returns)		X		
2.6.9	Personal Tax Returns, Including a Schedule C. (The previous two (2) years' Tax Returns)		X		Only required if the Business Type is Sole Proprietor
2.6.10	Federal Income Tax Returns for Subsidiaries and/or Affiliates, including Schedule K-1 or Schedule G. (The previous two (2) years)		X		
2.6.11	Resume of Principal Owner(s) and Key Employee(s)		X		

Section #	Documentation	Required for Standard Registration	Required for E/S/M/WBE Certification	Required for Construction Pre-Qualification	Notes
2.6.12	List of all current employees and copy of 1099 for each employee 02 Form 941		x		
2.6.14	Certificate of Formation (signed by State Official)		x		Only required if the Business Type is General Partnership
2.6.15	Articles of Incorporation		x		Only required if the Business Type is Corporation
2.6.16	Corporate By-laws		x		Only required if the Business Type is Corporation
2.6.17	Stock Certificates (front and back)		x		Only required if the Business Type is Corporation
2.6.18	Stock Ledger		x		Only required if the Business Type is Corporation
2.6.19	Operating Agreement		x		Only required if the Business Type is Limited Liability Corporation
2.6.20	Assumed Name Certificate (if applicable)		x		Only required if the Business Type is Limited Liability Partnership or Limited Partnership
2.6.21	Partnership Agreement (including Buy-Sell and Profit Sharing Agreements)		x		Only required if the Business Type is Limited Liability Partnership or Limited Partnership
2.6.29	New Businesses ONLY - Balance Sheet and Income Statement from within 90 days		x		Only required if your company has been in business for less than 2 years
2.6.38	Ownership Template.		x		
2.6.39	Officers/Directors of Corporation/Board of Directors Template.		x		
2.6.40	Day-to-Day Management Operations Template.		x		
2.6.41	Affidavit.		x		
Pre-Qualification Attachments for new registrations					
3.2.1	Disqualification Statement.			x	See Attachments & Templates for further details.
3.3.1	Principal Officers Information template (Corporation)			x	Only required if the Business Type is Corporation

Section #	Documentation	Required for Standard Registration	Required for E/S/M/WBE Certification	Required for Construction Pre-Qualification	Notes
3.3.2	General Partnership Information template (Partnership)			x	Only required if the Business Type is Limited Liability Partnership or Limited Partnership
3.3.5	Principal Name and Principal Address information template (Other than Corporation, Partnership, or Individually)			x	
3.4.1	License Information template			x	See Attachments & Templates for further details.
3.5.7	Discharge and copy of petition			x	Only required if Bankruptcy has been filed
3.5.12	Final pleading			x	Only required if Legal Action has been taken
3.6.2	OSHA Template			x	See Attachments & Templates for further details.
3.6.4	Attach details describing the circumstances surrounding each incident			x	Only required if OSHA fines have been required
3.6.6	Attach details describing the circumstances surrounding each incident			x	Only required if there have been jobsite fatalities
3.6.7	Last completed OSHA's Form 300A			x	
3.8.1	Credit Reference Sheet. Provide three (3) references.			x	See Attachments & Templates for further details.
3.8.2	General Financial Information Sheet.			x	See Attachments & Templates for further details.
3.8.4	Letter of Intent from Surety Company			x	See Attachments & Templates for further details. Either the Letter of Intent or the Audited Financial Statement is required. Not both. Supplier preference.
3.8.5	Audited Financial Statement Form			x	Either the Letter of Intent or the Audited Financial Statement is required. Not both. Supplier preference.
3.8.6	Sworn Statement			x	See Attachments & Templates for further details.

Section #	Documentation	Required for Standard Registration	Required for E/S/M/WBE Certification	Required for Construction Pre-Qualification	Notes
3.8.7	Affidavit of Joint Venture			x	See Attachments & Templates for further details.
3.9.3	Project Reference Sheet			x	See Attachments & Templates for further details.
3.9.4	Contractor Pre-qualification Reference Sheets			x	See Attachments & Templates for further details.
3.9.8	Project Reference Sheet			x	
3.9.9	Contractor Pre-qualification Reference Sheets			x	
3.9.13	Project Reference Sheet			x	Only required if seeking pre-qualification for more than 1 license
3.9.14	Contractor Pre-qualification Reference Sheets			x	Only required if seeking pre-qualification for more than 1 license
3.9.18	Project Reference Sheet			x	Only required if seeking pre-qualification for more than 1 license
3.9.19	Contractor Pre-qualification Reference Sheets			x	Only required if seeking pre-qualification for more than 1 license
Pre-Qualification Renewal or Increase Attachments					
3.10.1	Credit Reference Sheet. Provide three (3) references.			x	See Attachments & Templates for further details.
3.10.2	General Financial Information Sheet.			x	See Attachments & Templates for further details.
3.10.4	Letter of Intent from Surety Company			x	See Attachments & Templates for further details. Either the Letter of Intent or the Audited Financial Statement is required. Not both. Supplier preference.
3.10.5	Audited Financial Statement Form			x	Either the Letter of Intent or the Audited Financial Statement is required. Not both. Supplier preference.
3.10.6	Sworn Statement			x	See Attachments & Templates for further details.

Section #	Documentation	Required for Standard Registration	Required for E/S/M/WBE Certification	Required for Construction Pre-Qualification	Notes
3.10.7	Affidavit of Joint Venture			x	See Attachments & Templates for further details.
3.10.10	Project Reference Sheet			x	See Attachments & Templates for further details.
3.10.11	Contractor Pre-qualification Reference Sheets			x	See Attachments & Templates for further details.
3.10.15	Project Reference Sheet			x	See Attachments & Templates for further details.
3.10.16	Contractor Pre-qualification Reference Sheets			x	See Attachments & Templates for further details. Only required if seeking pre-qualification for more than 1 license
3.10.20	Project Reference Sheet			x	See Attachments & Templates for further details. Only required if seeking pre-qualification for more than 1 license
3.10.21	Contractor Pre-qualification Reference Sheets			x	See Attachments & Templates for further details. Only required if seeking pre-qualification for more than 1 license
3.10.25	Project Reference Sheet			x	See Attachments & Templates for further details. Only required if seeking pre-qualification for more than 1 license
3.10.26	Contractor Pre-qualification Reference Sheets			x	See Attachments & Templates for further details. offswOnly required if seeking pre-qualification for more than 1 license

Supplier Profile Questionnaire –Questions Preview

Section 1 - General Information (All Suppliers)

All perspective suppliers must complete Section 1 of the Supplier Profile Questionnaire, at a minimum.

Section #	Information or Question	PWS Comments
1	Standard Supplier Registration	
1.1	<p>Instructions for Completion</p> <p>Thank you for your interest in becoming a supplier for Broward County Public Schools (BCPS). Your application will be reviewed and processed by the Procurement & Warehousing Services Department (PWS).</p> <p><i>To ensure integrity of data, the system will automatically logout after periods of inactivity. Please note that responses should be saved frequently while proceeding through the questionnaire. Failure to save your responses may result in loss of data and possible re-entry if information is not saved.</i></p> <p>It is understood that all responses submitted to the BCPS Supplier Profile Questionnaire have been made by an individual who is authorized to do so on behalf of the organization represented in the responses provided.</p> <p>Training Materials</p> <p>Before you begin, we encourage you to read the attached instructions to aid in your completion of the Supplier Profile Questionnaire (SPQ).</p> <p>Depending on the supplier type you are applying for, you may be required to provide additional information via forms and attachments. Please note that you may not be required to complete ALL of the forms in this section.</p> <p>All documents have been attached here for ease of download and completion. This may take you some time to complete. Be sure to save your answers before closing your SPQ to work on the attachments.</p> <p>Upon completion, please attach each form to the appropriate sections in the spaces provided in those sections.</p>	

Section #	Information or Question	PWS Comments
1.2	BCPS Supplier Onboarding Initial Assessment The answers to the questions in section 1.2 will determine what additional questions you will be required to complete before submitting your application for approval to do business with Broward County Public Schools. If you are completing this registration as a requirement for participation in an upcoming sourcing event, we recommend that you select "No" to any E/S/M/WBE and Pre-Qualification questions in section 1.2 NOTE: You can always change your responses at a later date.	Suppliers can register to become one, some, or all of these supplier types: <ul style="list-style-type: none"> • Standard • E/S/M/WBE Certified • Construction Pre-Qualified
1.2.1	Are you currently E/S/M/WBE Certified with Broward County Public Schools? If yes, attach a copy of your Certificate. To attach your Certificate, click the blue comment icon and add your attachment in the space provided.	Your response to this question determines what subsequent questions will be displayed.
1.2.2	Are you looking to become E/S/M/WBE re-certified? You will be required to provide additional information in the 'E/S/M/WBE Recertification' section	Only displayed if you respond "Yes" to question 1.2.1
1.2.3	Are you looking to become E/S/M/WBE Certified or Reciprocal Certified with Broward County Public Schools? (Requires completion of Section 2)	Only displayed if you respond "No" to question 1.2.1
1.2.4	Are you currently Pre-Qualified with Broward County Public Schools? If yes, attach a copy of your Pre-Qualification Letter.	Your response to this question determines what subsequent questions will be displayed.
1.2.5	Are you looking to renew your Pre-Qualification with Broward County Public Schools? You will be required to provide additional information in the 'Pre-Qualification Renewal' Section	Only displayed if you respond "Yes" to question 1.2.4
1.2.6	Are you looking to Increase your Pre-Qualification limits? (Please note this will automatically renew your Pre-Qualification status). You will be required to provide additional information in the 'Pre-Qualification Renewal and Limit Increase' Section.	Only displayed if you respond "Yes" to question 1.2.4
1.2.7	Are you looking to become Pre-Qualified with Broward County Public Schools? (Requires completion of Section 3)	Only displayed if you respond "No" to question 1.2.4
1.3	General Supplier Information	Response Type
1.3.1	Company Name*	Fill in the Blank
1.3.2	DBA Name (if applicable)	Fill in the Blank
1.3.3	Brief Description of Company*	Fill in the Blank
1.3.4	Physical Address*	Fill in the Blank
1.3.5	Mailing Address (if different than physical address)	Fill in the Blank
1.3.6	Remit to Address (if different than physical address)	Fill in the Blank
1.3.7	Federal Tax ID Number*	Fill in the Blank. No Dash. Number only.
1.3.8	Attach W-9*	Attachment
1.3.9	Attach IRS Letter with EIN Number*	Attachment
1.3.10	Primary Contact Name *	Fill in the Blank
1.3.11	Primary Contact Title *	Fill in the Blank

Section #	Information or Question	PWS Comments
1.3.12	Primary Contact Email Address *	Fill in the Blank (must include @ symbol)
1.3.13	Primary Contact Phone Number *	Fill in the Blank
1.3.14	Primary Contact Fax Number	Fill in the Blank
1.3.15	Primary Contact Cell Number	Fill in the Blank
1.3.16	Company Website/Corporate URL (if applicable)	Fill in the Blank
1.3.17	Date Company Established *	Fill in the Blank
1.3.18	Business Type * Corporation General Partnership Individual/Sole Proprietor Limited Liability Company/Corporation Limited Liability Partnership Limited Partnership Joint Venture	Select from list. Response to this question will determine which additional questions require your response
1.3.19	Sole Proprietor or Majority Owner Name *	Fill in the Blank Only required if response to 1.3.18 is Individual/Sole Proprietor
1.3.20	Sole Proprietor or Majority Owner Title *	Fill in the Blank Only required if response to 1.3.18 is Individual/Sole Proprietor
1.3.21	Date Incorporated *	Enter Date Only required if response to 1.3.18 is Corporation
1.3.22	State of Incorporation *	Select from list Only required if response to 1.3.18 is Corporation
1.3.23	Is this a For-Profit Business Entity?*	Yes/No
1.3.24	How did you find out about the Broward County Public Schools Online Registration?*	Select from list
1.3.25	How would you rate the registration process overall? Select from a range of 1 - 10 where 1 means "I did not like this process" and 10 means "I really liked this process". We appreciate your feedback and encourage your additional comments. Click the blue comment icon and provide additional information in the space provided.	Select from list

Section 2 – Emerging/Small/Minority/Women Owned Business Enterprise (E/S/M/WBE)

Suppliers seeking E/S/M/WBE Certification are required to respond to this section. Suppliers can apply for new certification, renewal certification (must be currently certified by BCPS), or reciprocal certification (must be certified by an approved organization). For more information about E/S/M/WBE Certification, visit our website at www.browardschools.com/pws and click on the Supplier Diversity & Outreach.

Section #	Information or Question	PWS Comments
2	Emerging/Small/Minority/Women Owned Business Enterprises	
2.1	Supplier Diversity Outreach Program - Initial Assessment	Minimum Requirements Must answer Yes to all of the questions in section 2.1 in order to be considered for E/S/M/WBE Certification. A “No” response to one or more questions in section 2.1 will prevent the rest of the questions in Section 2 from being displayed.
2.1.1	Is your firm located in the tri-county area (Palm Beach, Broward, or Miami-Dade)?	Yes/No
2.1.2	Which county?	Only visible if your response to 2.1.1 is Yes
2.1.3	Is your firm at least 1 year old?	Yes/No
2.1.4	View US Small business size Standard Table at https://www.sba.gov/contracting/getting-started-contractor/make-sure-you-meet-sba-size-standards/table-small-business-size-standards to determine if you meet Broward County Public School's requirement. S/M/WBE size standard is 50% or less. Do you meet these standards?	Yes/No
2.2	Commodities and Certifications	
2.2.1	Glossary of Terms	No response required. Download for helpful information regarding commodities and certifications.
2.2.2	Enter NAICS Codes and Industry Descriptions from the US Small Business Standard Table that apply to your company. Visit https://www.naics.com/search/ to view NAICS Codes.*	Fill in the blank. Enter as many codes as accurately apply to your company
2.2.3	Select Certification Request Type* New S/M/WBE Certification Re-Certification Reciprocal Certification	Select from list. Your response to this question will determine which additional set of E/S/M/WBE questions will be displayed.
2.2.4	Business Enterprise Certification Types* Emerging Small Business Enterprise (E/SBE) Emerging Small/Minority/Women Business Enterprise (E/S/M/WBE) Minority Business Enterprise (MBE) Minority/Women Business Enterprise (M/WBE) Small Business Enterprise (SBE) Small/Minority/Women Business Enterprise (S/M/WBE) Women Business Enterprise (WBE)	Select from list. (check all that apply) Your response to this question will determine which additional set of E/S/M/WBE questions will be displayed.

Section #	Information or Question	PWS Comments
2.3	Certification Requirements, Documentation, and Questions	This section is only visible if the answer to all questions in section 2.1 are "Yes" and the response to section 2.2.3 is "New S/M/WBE Certification"
2.3.1	Proof of Citizenship/Ethnicity (Birth Certificate, Permanent Resident Card, Certificate of Naturalization, Tribal Card, Passport)	Attachment This question will not appear if you only selected E/SBE or SBE in section 2.2.4
2.3.2	Proof of Identification (Driver's License, State Issued Identification Card)	Attachment This question will not appear if you only selected E/SBE or SBE in section 2.2.4
2.3.3	Attach Business Tax Receipt for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties	Attachment
2.3.4	Attach Municipal Business Tax Receipts for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties	Attachment
2.3.5	Proof of Business Location/Operation in Tri-County Area (i.e., Lease Agreement or Property Tax Bill)	Attachment
2.3.6	Based on the Business Type selected, your company will be required to attach the specified Tax Returns as indicated in the questions below.	No Response Required
2.3.7	Attach Federal Income Tax Returns, Including Schedule K-1 or Schedule G (The previous two (2) years' Tax Returns)	Attachment
2.3.8	Attach Personal Tax Returns, Including a Schedule C. (The previous two (2) years' Tax Returns)	Attachment This question will only appear if the Business Type in question 1.3.18 is Sole Proprietor
2.3.9	Federal Income Tax Returns for Subsidiaries and/or Affiliates, including Schedule K-1 or Schedule G. (The previous two (2) years)	Attachment
2.3.10	Attach resume of Principal Owner(s) and Key Employee(s)	Attachment
2.3.11	Provide list of all current employees and copy of 1099 for each employee 02 Form 941 References	Attachment Download the form by clicking the "References" link. Complete the form Save it to your computer Attach the completed form to your response
2.3.12	Attach the required documentation for the Business Type you selected in section 1 References	Attachment Download the form by clicking the "References" link. Complete the form Save it to your computer Attach the completed form to your response
2.3.13	Attach Certificate of Formation (signed by State Official)	Attachment This question will only appear if the Business Type in question 1.3.18 is General Partnership
2.3.14	Attach Articles of Incorporation	Attachment

Section #	Information or Question	PWS Comments
		This question will only appear if the Business Type in question 1.3.18 is Corporation
2.3.15	Attach Corporate By-laws	Attachment This question will only appear if the Business Type in question 1.3.18 is Corporation
2.3.16	Attach Stock Certificates (front and back)	Attachment This question will only appear if the Business Type in question 1.3.18 is Corporation
2.3.17	Attach Stock Ledger	Attachment This question will only appear if the Business Type in question 1.3.18 is Corporation
2.3.18	Attach Operating Agreement	Attachment This question will only appear if the Business Type in question 1.3.18 is LLC
2.3.19	Attach Assumed Name Certificate (if applicable)	Attachment This question will only appear if the Business Type in question 1.3.18 is Limited Liability Partner or Limited Partner
2.3.20	Attach Partnership Agreement (including Buy-Sell and Profit Sharing Agreements)	Attachment This question will only appear if the Business Type in question 1.3.18 is Limited Liability Partner or Limited Partner
2.3.21	Date Physical Address Established	Enter Date
2.3.22	Gross Receipts Information: Enter the Gross Receipt as shown on your two most recent Income Tax Returns. Provide the Year and the Amount in the spaces provided. For new businesses only (those that have not been in business for 2 years), provide your Balance Sheet and Income Statement from within the last 90 days in the spaces provided.	Only visible if response to section 2.2.3 is New Certification
2.3.23	Has your company been in business for less than two (2) years?	Yes/No
2.3.24	Gross Receipt Year 1	Enter the Year (i.e., 2016)
2.3.25	Gross Receipt \$ 1	Enter the \$ for Year 1
2.3.26	Gross Receipt Year 2	Enter the year (i.e., 2017) Only visible if the answer to question 2.3.23 is No
2.3.27	Gross Receipt \$ 2	Enter the \$ for Year 2 Only visible if the answer to question 2.3.23 is No
2.3.28	New Businesses ONLY - Balance Sheet and Income Statement from within 90 days	Attachment Only visible if the answer to question 2.3.23 is Yes
2.3.29	Employee Workplace Demographics - number of part-time employees local (Broward, Miami-Dade, Palm Beach)	Fill in the Blank

Section #	Information or Question	PWS Comments
2.3.30	Employee Workplace Demographics - number of part-time employees companywide (including local)	Fill in the Blank
2.3.31	Employee Workplace Demographics - number of full-time employees local (Broward, Miami-Dade, Palm Beach)	Fill in the Blank
2.3.32	Employee Workplace Demographics - number of full-time employees companywide (including local)	Fill in the Blank
2.3.33	Employee Workplace Demographics - number of independent contractors local (Broward, Miami-Dade, Palm Beach)	Fill in the Blank
2.3.34	Employee Workplace Demographics - number of independent contractors companywide (including local)	Fill in the Blank
2.4	Ownership and Control	
2.4.1	Race/Ethnicity African-American - AA Hispanic-American - HA Asian-Pacific American - AP (includes Sub-Continent Asian-American) Native American - NA Non-Minority/Caucasian - CA	Select from list
2.4.2	How was the business started or acquired? New Start-Up Purchased from Previous Owner Transferred Inherited Merged Other	Select from list
2.4.3	Download and complete the Ownership Template. Once complete, attach here. References	Attachment Download the form by clicking the "References" link. Complete the form Save it to your computer Attach the completed form to your response
2.4.4	Download and complete the Officers/Directors of Corporation/Board of Directors Template. Once complete, attach here. References	Attachment Download the form by clicking the "References" link. Complete the form Save it to your computer Attach the completed form to your response
2.4.5	Download and complete the Day-to-Day Management Operations Template. Once complete, attach here. References	Attachment Download the form by clicking the "References" link. Complete the form Save it to your computer Attach the completed form to your response
2.4.6	Download and complete the attached Affidavit. Attach a copy of the completed affidavit.	Attachment

Section #	Information or Question	PWS Comments
	Additionally, mail original Affidavit with notarized signature to: Procurement & Warehousing Services 7720 West Oakland Park Blvd - Suite 323, Sunrise, FL, 33351 References	Download the form by clicking the "References" link. Complete the form Save it to your computer Attach the completed form to your response
2.4.7	I have completed, attached, and mailed the Affidavit.	Yes/No
2.5	Reciprocal Certification	This section is only visible if the answer to all questions in section 2.1 are "Yes" and the response to section 2.2.3 is "Reciprocal Certification"
2.5.1	Have there been any changes in your firm's Ownership, Management, or Operational Control since last certified?	Yes/No
2.5.2	Attach Business Tax Receipt for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties	Attachment
2.5.3	Attach Municipal Business Tax Receipts for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties	Attachment
2.5.4	Agencies where currently certified	Fill in the Blank
2.5.5	Attach proof of E/S/M/WBE Certification (Certificate/Letter must include Certification Date, Expiration Date, Certification Type (i.e. SBE, MWBE) and Area(s) of Certification)	Attachment
2.5.6	Enter the Gross Receipt as shown on your two most recent Income Tax Returns. Provide the Year and the Amount in the spaces provided. For new businesses only (those that have not been in business for 2 years), provide your Balance Sheet and Income Statement from within the last 90 days in the spaces provided.	
2.5.7	Has your company been in business for less than two (2) years?	Yes/No
2.5.8	Gross Receipt Year 1	Enter the Year (i.e., 2016)
2.5.9	Gross Receipt \$ 1	Enter the \$ for Year 1
2.5.10	Gross Receipt Year 2	Enter the year (i.e., 2017) Only visible if the answer to question 2.5.7 is No
2.5.11	Gross Receipt \$ 2	Enter the \$ for Year 2 Only visible if the answer to question 2.5.7 is No
2.5.12	Download and complete the attached Affidavit. Attach a copy of the completed Affidavit. Additionally, mail original Affidavit with notarized signature to: Procurement & Warehousing Services 7720 West Oakland Park Blvd - Suite 323, Sunrise, FL, 33351 References	Attachment Download the form by clicking the "References" link. Complete the form Save it to your computer Attach the completed form to your response
2.5.13	I have completed, attached and mailed the Affidavit	Yes/No
2.6	E/S/M/WBE Re-Certification	This section will only be visible when the answer to section 1.2.2 is Yes (You are currently certified and want to be recertified)
2.6.1	This section requires completion if you are currently certified and wish to be Re-Certified.	Yes/No

Section #	Information or Question	PWS Comments
	<p>Return to Section 1.2 if any of the following are true: The current certification has expired (new certification required) Not currently certified, but seeking certification Not currently certified, and not currently seeking certification NOTE: Your responses can be changed at a later date, if needed.</p> <p>Select YES to confirm you would like to be Re-Certified.</p>	
2.6.2	Proof of Citizenship / Ethnicity (Birth Certificate, Permanent Resident Card, Certificate of Naturalization, Tribal Card Passport)	Attachment This question will not appear if you only selected E/SBE or SBE in section 2.2.4
2.6.3	Proof of Identification (Driver's License, State Issued Identification Card)	Attachment This question will not appear if you only selected E/SBE or SBE in section 2.2.4
2.6.4	Attach Business Tax Receipt for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties	Attachment
2.6.5	Attach Municipal Business Tax Receipts for Current and Previous Year Issued within Palm Beach, Broward, or Miami-Dade Counties	Attachment
2.6.6	Proof of Business Location /Operation in Tri-County Area (I.e., Lease Agreement, or Property Tax Bill)	Attachment
2.6.7	Based on the Business Type selected, your company will be required to attach the specified Tax Returns as indicated in the Questions below.	No Response Required
2.6.8	Attach Federal Income Tax Returns, Including Schedule K-1 or Schedule G. (The previous two (2) years' Tax Returns)	Attachment
2.6.9	Attach Personal Tax Returns, Including a Schedule C. (The previous two (2) years' Tax Returns)	Attachment This question will only appear if the Business Type in question 1.3.18 is Sole Proprietor
2.6.10	Federal Income Tax Returns for Subsidiaries and/or Affiliates, including Schedule K-1 or Schedule G. (The previous two (2) years)	Attachment
2.6.11	Attach resume of Principal Owner(s) and Key Employee(s)	Attachment
2.6.12	Provide list of all current employees and copy of 1099 for each employee 02 Form 941 References	Attachment Download the form by clicking the "References" link. Complete the form Save it to your computer Attach the completed form to your response
2.6.13	Attach the required documentation for the Business Type you selected in section 1. References	Attachment Download the form by clicking the "References" link. Complete the form Save it to your computer Attach the completed form to your response

Section #	Information or Question	PWS Comments
2.6.14	Attach Certificate of Formation (signed by State Official)	Attachment This question will only appear if the Business Type in question 1.3.18 is General Partnership
2.6.15	Attach Articles of Incorporation	Attachment This question will only appear if the Business Type in question 1.3.18 is Corporation
2.6.16	Attach Corporate By-laws	Attachment This question will only appear if the Business Type in question 1.3.18 is Corporation
2.6.17	Attach Stock Certificates (front and back)	Attachment This question will only appear if the Business Type in question 1.3.18 is Corporation
2.6.18	Attach Stock Ledger	Attachment This question will only appear if the Business Type in question 1.3.18 is Corporation
2.6.19	Attach Operating Agreement	Attachment This question will only appear if the Business Type in question 1.3.18 is LLC
2.6.20	Attach Assumed Name Certificate (if applicable)	Attachment This question will only appear if the Business Type in question 1.3.18 is Limited Liability Partner or Limited Partner
2.6.21	Attach Partnership Agreement (including Buy-Sell and Profit Sharing Agreements)	Attachment This question will only appear if the Business Type in question 1.3.18 is Limited Liability Partner or Limited Partner
2.6.22	Date Physical Address Established	Enter Date
2.6.23	Gross Receipts Information: Enter the Gross Receipt as shown on your two most recent Income Tax Returns. Provide the Year and the Amount in the spaces provided. For new businesses only (those that have not been in business for 2 years), provide your Balance Sheet and Income Statement from within the last 90 days in the spaces provided.	Only visible if response to section 2.2.3 is New Certification
2.6.24	Has your company been in business for less than two (2) years?	Yes/No
2.6.25	Gross Receipt Year 1	Enter the Year (i.e., 2016)
2.6.26	Gross Receipt \$ 1	Enter the \$ for Year 1
2.6.27	Gross Receipt Year 2	Enter the year (i.e., 2017) Only visible if the answer to question 2.3.23 is No
2.6.28	Gross Receipt \$ 2	Enter the \$ for Year 2 Only visible if the answer to question 2.3.23 is No
2.6.29	New Businesses ONLY - Balance Sheet and Income Statement from within 90 days	Attachment

Section #	Information or Question	PWS Comments
		Only visible if the answer to question 2.3.23 is Yes
2.6.30	Employee Workplace Demographics - number of part-time employees local (Broward, Miami-Dade, Palm Beach)	Fill in the Blank
2.6.31	Employee Workplace Demographics - number of part-time employees companywide (including local)	Fill in the Blank
2.6.32	Employee Workplace Demographics - number of full time employees local (Broward, Miami-Dade, Palm Beach)	Fill in the Blank
2.6.33	Employee Workplace Demographics - number of full time employees companywide (including local)	Fill in the Blank
2.6.34	Employee Workplace Demographics - number of independent contractors local (Broward, Miami-Dade, Palm Beach)	Fill in the Blank
2.6.35	Employee Workplace Demographics - number of independent contractors companywide (including local)	Fill in the Blank
2.6.36	Race/Ethnicity	Select from list
2.6.37	How was the business started or acquired?	Select from list
2.6.38	Download and complete the Ownership Template. Once complete, attach here. References	Attachment Download the form by clicking the "References" link. Complete the form Save it to your computer Attach the completed form to your response
2.6.39	Download and complete the Officers/Directors of Corporation/Board of Directors Template. Once complete, attach here. References	Attachment Download the form by clicking the "References" link. Complete the form Save it to your computer Attach the completed form to your response
2.6.40	Download and complete the Day-to-Day Management Operations Template. Once complete, attach here. References	Attachment Download the form by clicking the "References" link. Complete the form Save it to your computer Attach the completed form to your response
2.6.41	Download and complete the attached Affidavit. Attach a copy of the completed affidavit. Additionally, mail original Affidavit with notarized signature to: Procurement & Warehousing Services 7720 West Oakland Park Blvd - Suite 323, Sunrise, FL, 33351 References	Attachment Download the form by clicking the "References" link. Complete the form Save it to your computer Attach the completed form to your response
2.6.42	I have completed, attached and mailed the Affidavit	Yes/No
2.7	BCPS - Supplier Diversity Outreach Program (for informational purposes only)	This section will be visible to suppliers but suppliers will NOT be able to answer these questions. This section will be used to provide status of the Certification process and

Section #	Information or Question	PWS Comments
		will be updated by the PWS Supplier Diversity & Outreach Program.
2.7.1	E/S/M/WBE Phase Status Pending Review Pending - Additional Information Required from Supplier E/S/M/WBE Certification in Progress E/S/M/WBE Certification Approved E/S/M/WBE Certification Not Approved Other Status - See Comments	
2.7.2	E/S/M/WBE Current Certificate Information	This will include a copy of the certificate, and the start and end date of the certification
2.7.3	E/S/M/WBE Not Approved Applicant does not meet established size standards Applicant does not have significant business presence Applicant ownership/control does not meet certification requirements Applicant was non-responsive to requests for additional information Other - See Comments	This will only have a response if the application for certification is not approved.
2.7.4	Vendor Class Approved: Emerging Business Enterprise	You will see a Yes next to any approved vendor classifications
2.7.5	Vendor Class Approved: Small Business Enterprise	
2.7.6	Vendor Class Approved: Minority Business Enterprise	
2.7.7	Vendor Class Approved: Women Business Enterprise	

Section 3 – Construction Pre-Qualification

Suppliers seeking Construction Pre-Qualification are required to respond to this section. Suppliers can apply for new Pre-Qualification, renewal certification (must be currently pre-qualified by BCPS), or increase certification (must be currently pre-qualified by BCPS). For more information about Construction Pre-Qualification, visit our website at www.browardschools.com/pws and click on the District Construction.

Section #	Information or Question	PWS Comments
3	Pre-Qualification	
3.1	Pre-Qualification - Initial Assessment	Minimum Requirements Must answer Yes to 3.1.1 in order to be considered for Construction Pre-Qualification
3.1.1	Does your company have an active Contractor's License	Yes/No
3.2	Pre-Qualification Requirements and Questions	
3.2.1	Download and complete the attached Disqualification Statement. Attach a copy of the completed and notarized Disqualification Statement. References	Attachment
3.2.2	Name of Authorized Officer of the company	Fill in the Blank
3.2.3	How many years has your company been in business under its present business name?	Fill in the Blank
3.2.4	Under what other names has your organization operated? Answer "None" if no other names.	Fill in the Blank
3.3	Organization Classification	
3.3.1	Download and complete the attached Principal Officers Information template (Corporation) References	Attachment Only required if the Business Type is Corporation
3.3.2	Download and complete the attached General Partnership Information template (Partnership) References	Attachment Only required if the Business Type is General Partnership
3.3.3	Name of Owner (Individual/Sole Proprietor) References	Attachment Only required if the business Type is Individual/Sole-Proprietor
3.3.4	Address of Owner (Individual/Sole Proprietor)	Attachment Only required if the business Type is Individual/Sole-Proprietor
3.3.5	Download and complete the attached Principal Name and Principal Address Information template (Other than Corporation, Partnership, or Individually) References	Attachment Only required if the Business Type is Limited Liability Company/Corporation, Limited Liability Partnership, Limited Partnership, Joint Venture, or Other
3.4	License Information	
3.4.1	Download and complete the attached License Information template References	Attachment
3.5	Background Information	
3.5.1	Has your organization ever failed to complete any work awarded to it?	Yes/No
3.5.2	Why did the organization fail to complete the work awarded?	Fill in the Blank Only visible if the response to 3.5.1 is Yes

Section #	Information or Question	PWS Comments
3.5.3	Have you or your organization ever filed for protection under Federal Bankruptcy Law?	Yes/No
3.5.4	Bankruptcy Case Number	Fill in the Blank Only visible if the response to 3.5.3 is Yes
3.5.5	Name and Location of Bankruptcy Court	Fill in the Blank Only visible if the response to 3.5.3 is Yes
3.5.6	Date of Discharge	Fill in the Blank Only visible if the response to 3.5.3 is Yes
3.5.7	Attach a copy of discharge and copy of petition	Attachment Only visible if the response to 3.5.3 is Yes
3.5.8	Have you or your organization been a defendant or respondent in any legal action directly or indirectly related to a construction project?	Yes/No
3.5.9	Legal Action Case Number	Fill in the Blank Only visible if the response to 3.5.8 is Yes
3.5.10	Name and Location of Legal Action Court	Fill in the Blank Only visible if the response to 3.5.8 is Yes
3.5.11	Settlement or judgement & any other pleadings	Fill in the Blank Only visible if the response to 3.5.8 is Yes
3.5.12	Attach a copy of final pleading	Attachment Only visible if the response to 3.5.8 is Yes
3.5.13	Use this space to provide an explanation of the Legal Action	Fill in the Blank Only visible if the response to 3.5.8 is Yes
3.5.14	Has a claim been filed with your surety based directly or indirectly on a construction project in which your company was involved?	Yes/No
3.5.15	Use this space to provide an explanation of surety claims	Fill in the Blank Only visible if the response to 3.5.14 is Yes
3.5.16	Has your company ever failed to complete a bonded obligation?	Yes/No
3.5.17	Use this space to provide an explanation for failure to complete bonded obligation, including; where, when, name of bonding company, name and address of the owner and disposition of the matter.	Fill in the Blank Only visible if the response to 3.5.16 is Yes
3.6	Safety	
3.6.1	Bureau of Labor Statistics (BLS) Standard Industry Code	Fill in the Blank
3.6.2	Download and complete the attached OSHA Template. Re-attach once completed. References	Attachment
3.6.3	Have you had any OSHA fines within the last 3 years?	Yes/No
3.6.4	Attach details describing the circumstances surrounding each incident	Attachment Only visible if the response to 3.6.3 is Yes
3.6.5	Have you had any jobsite fatalities within the last 3 years?	Yes/No
3.6.6	Attach details describing the circumstances surrounding each incident	Attachment Only visible if the response to 3.6.5 is Yes
3.6.7	Attach a copy of the last completed OSHA's Form 300 A	Attachment

Section #	Information or Question	PWS Comments
3.7	Additional Trade and Staff Information	
3.7.1	Trades usually self-performed	Long text response
3.7.2	Percent of work performed by own forces	Percentage
3.7.3	Total # of full-time/permanent staff presently employed by your company	Whole Number
3.7.4	The permanent staff employment includes the following:	Fill in the Blank
3.7.5	Is your company in compliance with EEO requirements	Yes/No
3.8	Financial Information and References	
3.8.1	Download and complete the attached Credit Reference Sheet. Provide three (3) references. Re-attach once completed. (To be completed by your references) References	Attachment
3.8.2	Download and complete the attached General Financial Information Sheet. Re-attach once signed and notarized. References	Attachment
3.8.3	Select which required document you have attached.	Select One: Letter of Intent from Surety Company Audited Financial Statement
3.8.4	You've selected to provide the required document, Letter of Intent from Surety Company. Download and complete the attached Letter of Intent from Surety Company Form. Attach a copy of the completed form here. Additionally, mail original Letter of Intent from Surety Company with notarized signature, seal, and stamp to: Procurement & Warehousing Services 7720 West Oakland Park Blvd - Suite 323, Sunrise, FL, 33351 References	Attachment Only visible if Letter of Intent from Surety Company is selected in section 3.8.3
3.8.5	You've selected to provide the required document, Audited Financial Statement Form. Download and complete the attached Financial Statement. Attach a copy of the completed Audited Financial Statement Form and documents as indicated. References	Attachment Only visible if Audited Financial Statement is selected in section 3.8.3
3.8.6	Download and complete the attached Sworn Statement. Attach a copy of the completed Sworn Statement with notarized signature and stamp here. References	Attachment
3.8.7	Download and complete the attached Affidavit of Joint Venture. Attach a copy of the completed Affidavit of Joint Venture with notarized signature and stamp here. Additionally, mail original Affidavit of Joint Venture with notarized signature and stamp to: Procurement & Warehousing Services 7720 West Oakland Park Blvd - Suite 323, Sunrise, FL, 33351 References	Attachment
3.9	Per License Requirement	
3.9.1	Qualifying Agent Name	Fill in the Blank
3.9.2	Contractor License Number	Fill in the Blank
3.9.3	Download and complete the attached Project Reference Sheet. Provide at least three (3) completed projects from within the last five (5) years that are the most relevant in scope and complexity to schools or educational facilities. Negative change orders should be denoted by a negative sign before the figure (-). Re-attach once completed. References	Attachment
3.9.4	Download and complete the attached Contractor Pre-Qualification Reference Sheets. Provide three (3) references. Re-attach once completed. (To be completed by your references) References	Attachment
3.9.5	Does your company want to apply for Pre-Qualification under an additional license? (1)	Yes/No

Section #	Information or Question	PWS Comments
3.9.6	Qualifying Agent Name	Fill in the Blank Only visible if the response to section 3.9.5 is Yes
3.9.7	Contractor License Number	Fill in the Blank Only visible if the response to section 3.9.5 is Yes
3.9.8	Download and complete the attached Project Reference Sheet. Provide at least three (3) completed projects from within the last five (5) years that are the most relevant in scope and complexity to schools or educational facilities. Negative change orders should be denoted by a negative sign before the figure (-). Re-attach once completed. References	Attachment Only visible if the response to section 3.9.5 is Yes
3.9.9	Download and complete the attached Contractor Pre-Qualification Reference Sheets. Provide three (3) references. Re-attach once completed. (To be completed by your references) References	Attachment Only visible if the response to section 3.9.5 is Yes
3.9.10	Does your company want to apply for Pre-Qualification under an additional license? (2)	Yes/No
3.9.11	Qualifying Agent Name	Fill in the Blank Only visible if the response to section 3.9.10 is Yes
3.9.12	Contractor License Number	Fill in the Blank Only visible if the response to section 3.9.10 is Yes
3.9.13	Download and complete the attached Project Reference Sheet. Provide at least three (3) completed projects from within the last five (5) years that are the most relevant in scope and complexity to schools or educational facilities. Negative change orders should be denoted by a negative sign before the figure (-). Re-attach once completed. References	Attachment Only visible if the response to section 3.9.10 is Yes
3.9.14	Download and complete the attached Contractor Pre-Qualification Reference Sheets. Provide three (3) references. Re-attach once completed. (To be completed by your references) References	Attachment Only visible if the response to section 3.9.10 is Yes
3.9.15	Does your company want to apply for Pre-Qualification under an additional license?	Yes/No
3.9.16	Qualifying Agent Name	Fill in the Blank Only visible if the response to section 3.9.15 is Yes
3.9.17	Contractor License Number	Fill in the Blank Only visible if the response to section 3.9.15 is Yes
3.9.18	Download and complete the attached Project Reference Sheet. Provide at least three (3) completed projects from within the last five (5) years that are the most relevant in scope and complexity to schools or educational facilities. Negative change orders should be denoted by a negative sign before the figure (-). Re-attach once completed. References	Attachment Only visible if the response to section 3.9.15 is Yes
3.9.19	Download and complete the attached Contractor Pre-Qualification Reference Sheets. Provide three (3) references. Re-attach once completed. (To be completed by your references) References	Attachment Only visible if the response to section 3.9.15 is Yes
3.10	Pre-Qualification Renewal and Limit Increase	
3.10.1	Download and complete the attached Credit Reference Sheet. Provide three (3) references. Re-attach once completed. (To be completed by your references) References	Attachment
3.10.2	Download and complete the attached General Financial Information Sheet. Re-attached once signed and notarized. References	Attachment

Section #	Information or Question	PWS Comments
3.10.3	Select which required document you have attached.	Select One: Letter of Intent from Surety Company Audited Financial Statement
3.10.4	You've selected to provide the required document, Letter of Intent from Surety Company. Download and complete the attached Letter of Intent from Surety Company Form. Attach a copy of the completed form here. Additionally, mail original Letter of Intent from Surety Company with notarized signature, seal, and stamp to: Procurement & Warehousing Services 7720 West Oakland Park Blvd - Suite 323, Sunrise, FL, 33351 References	Attachment Only visible if Letter of Intent from Surety Company is selected in section 3.8.3
3.10.5	You've selected to provide the required document, Audited Financial Statement Form. Download and complete the attached Financial Statement. Attach a copy of the completed Audited Financial Statement Form and documents as indicated. References	Attachment Only visible if Audited Financial Statement is selected in section 3.8.3
3.10.6	Download and complete the attached Sworn Statement. Attach a copy of the completed Sworn Statement with notarized signature and stamp here. References	Attachment
3.10.7	Download and complete the attached Affidavit of Joint Venture. Attach a copy of the completed Affidavit of Joint Venture with notarized signature and stamp here. Additionally, mail original Affidavit of Joint Venture with notarized signature and stamp to: Procurement & Warehousing Services 7720 West Oakland Park Blvd - Suite 323, Sunrise, FL, 33351 References	Attachment
3.10.8	Qualifying Agent Name	Fill in the Blank
3.10.9	Contractor License Number	Fill in the Blank
3.10.10	Download and complete the attached Project Reference Sheet. Provide at least three (3) completed projects from within the last five (5) years that are the most relevant in scope and complexity to schools or educational facilities. Negative change orders should be denoted by a negative sign before the figure (-). Re-attach once completed. References	Attachment
3.10.11	Download and complete the attached Contractor Pre-qualification Reference Sheets. Provide three (3) references. Re-attach once completed. (To be completed by your references) References	Attachment
3.10.12	Does your company want to apply for pre-qualification under an additional license?	Yes/No
3.10.13	Qualifying Agent Name	Fill in the Blank Only visible if the response to section 3.10.12 is Yes
3.10.14	Contractor License Number	Fill in the Blank Only visible if the response to section 3.10.12 is Yes
3.10.15	Download and complete the attached Project Reference Sheet. Provide at least three (3) completed projects from within the last five (5) years that are the most relevant in scope and complexity to schools or educational facilities. Negative change orders should be denoted by a negative sign before the figure (-). Re-attach once completed. References	Attachment Only visible if the response to section 3.10.12 is Yes
3.10.16	Download and complete the attached Contractor Pre-qualification Reference Sheets. Provide three (3) references. Re-attach once completed. (To be completed by your references) References	Attachment Only visible if the response to section 3.10.12 is Yes

Section #	Information or Question	PWS Comments
3.10.17	Does your company want to apply for pre-qualification under an additional license?	Yes/No
3.10.18	Qualifying Agent Name	Fill in the Blank Only visible if the response to section 3.10.17 is Yes
3.10.19	Contractor License Number	Fill in the Blank Only visible if the response to section 3.10.17 is Yes
3.10.20	Download and complete the attached Project Reference Sheet. Provide at least three (3) completed projects from within the last five (5) years that are the most relevant in scope and complexity to schools or educational facilities. Negative change orders should be denoted by a negative sign before the figure (-). Re-attach once completed. References	Attachment Only visible if the response to section 3.10.17 is Yes
3.10.21	Download and complete the attached Contractor Pre-qualification Reference Sheets. Provide three (3) references. Re-attach once completed. (To be completed by your references) References	Attachment Only visible if the response to section 3.10.17 is Yes
3.10.22	Does your company want to apply for pre-qualification under an additional license?	Yes/No
3.10.23	Qualifying Agent Name	Fill in the Blank Only visible if the response to section 3.10.22 is Yes
3.10.24	Contractor License Number	Fill in the Blank Only visible if the response to section 3.10.22 is Yes
3.10.25	Download and complete the attached Project Reference Sheet. Provide at least three (3) completed projects from within the last five (5) years that are the most relevant in scope and complexity to schools or educational facilities. Negative change orders should be denoted by a negative sign before the figure (-). Re-attach once completed. References	Attachment Only visible if the response to section 3.10.22 is Yes
3.10.26	Download and complete the attached Contractor Pre-qualification Reference Sheets. Provide three (3) references. Re-attach once completed. (To be completed by your references) References	Attachment Only visible if the response to section 3.10.22 is Yes
3.11	Pre-Qualification Status Information (for informational purposes only)	Check this section periodically for updates regarding your pre-qualification status
3.11.1	Pre-Qualification Phase Status Pending Review Pending - Additional Information Required from Supplier Pre-Qualification in Progress Pre-Qualification Approved Pre-Qualification Not Approved Other Status - See Comments	The status of your pre-qualification will be updated by PWS staff as process progresses through the pre-qualification requirements.
3.11.2	Pre-Qual Current Certificate Information	If pre-qualified, this is where the details of the pre-qualification will be stored; including start date/end date of pre-qualification
3.11.3	Pre-Qualification Not Approved	If not pre-qualified, this is where the details for not approving will be provided
3.11.4	Pre-Qualified for License (Enter Type):	This is where the license for which the supplier is pre-qualified will be provided.

Section #	Information or Question	PWS Comments
3.11.5	Pre-Qualified for License (Enter Type):	If pre-qualified for more than one license, this is where additional license information will be stored.
3.11.6	Pre-Qualified for License (Enter Type):	
3.11.7	Pre-Qualified for License (Enter Type):	
3.11.8	Pre-Qualified for License (Enter Type):	
3.11.9	QSEC Preparation	
3.11.9.1	Pre-Qualification Submitted Date	The dates for each milestone stage of the Pre-Qualification process will be stored here.
3.11.9.2	QSEC Date	The dates for each milestone stage of the Pre-Qualification process will be stored here.
3.11.9.3	Board Meeting Date	The dates for each milestone stage of the Pre-Qualification process will be stored here.

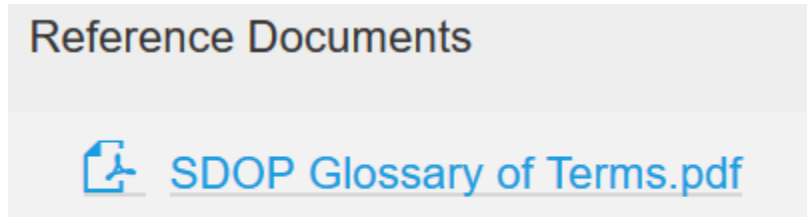
Attachments & Templates

There are templates for several of the required attachments in the SPQ. A template is available wherever there is a “References” link in the SPQ.

- The icon for Reference Documents will look like this:



- When you click on the triangle next to the References icon, you will have 2 choices



Download all attachments

- Open the single reference document by clicking on the PDF OR
- Select the option to Download all attachments

In the pages below you will find the templates available for E/S/M/WBE Certification and Construction Pre-Qualification for your reference

E/S/M/WBE Templates

GENERAL INFORMATION

Certification Program Intent

Thank you for your interest in becoming a Small/Minority/Women Business Enterprise (S/M/WBE) Certified firm with the Broward County Public Schools (BCPS). Certification with BCPS will allow your company to sell goods/services as an Emerging Small Business Enterprise (E/SBE), Emerging Small/Minority/Women Business Enterprise (E/S/M/WBE), Minority Business Enterprise (MBE), Minority/Women Business Enterprise (M/WBE), Small Business Enterprise (SBE), Small/Minority/Women Business Enterprise (S/M/WBE), or Women Business Enterprise (WBE).

Certification Program Eligibility

Applicants must meet the eligibility criteria as set forth in Policy 3330 Supplier Diversity Outreach Program, and provide required support documents to verify Significant Business Presence (in Tri-County market), business validity, ownership and control, licensing, size standard, and other pertinent information. In addition, firms applying for designation as an M/WBE must provide proof of ethnicity. Certification policies and procedures can be located at www.BrowardSchools.com/SDOP.

BUSINESS ENTERPRISE CERTIFICATIONS

Emerging Small Business Enterprise (E/SBE)

A certified SBE corporation, partnership, sole proprietorship, or other legal entity for the purpose of making a profit, which is independently owned and operated by individuals legally residing in, or that are citizens of, the United States or its territories whose annual revenues and number of employees are no greater than twenty-five percent (25%) of the small business size standards for its industry as established by the U.S. Small Business Administration ("SBA") and meets the Significant Business Presence requirements.

Emerging Small/Minority/Women Business Enterprise (E/S/M/WBE)

A certified M/WBE firm whose annual revenues and number of employees are no greater than twenty-five percent (25%) of the small business size standards for its industry as established by the U.S. Small Business Administration and meets the Significant Business Presence requirements.

Minority Business Enterprise (MBE)

Any legal entity, except a joint venture, that is organized to engage in for-profit transactions, which is certified as being at least fifty-one percent (51%) owned, managed and controlled by one or more minority group members, and that is ready, willing, and able to sell goods or services that are purchased by the SBBC. To qualify as an MBE, the enterprise annual revenues and number of employees shall be no greater than fifty percent (50%) of the small business size standards for its industry as established by the U.S. Small Business Administration and meets the significant business presence requirements.

Minority/Women Business Enterprise (M/WBE)

A firm that is certified as either a minority business enterprise or as a women business enterprise and which is at least fifty-one percent (51%) owned, managed, and controlled by one or more minority group members and/or women, and that is ready, willing, and able to sell goods or services that are purchased by the School District.

Small Business Enterprise (SBE)

A corporation, partnership, sole proprietorship, or other legal entity for the purpose of making a profit, which is independently owned and operated by individuals legally residing in, or that are citizens of, the United States or its territories, and which annual revenues and number of employees shall be no greater than fifty percent (50%) of the small business size standards for its industry(ies) as established by the U.S. Small Business Administration, and meets the significant business presence requirements.

Small/Minority/Women Business Enterprise (S/M/WBE)

Any for-profit business firm that is certified as being either small, minority, and/or women-owned, controlled, and managed in accordance with the certification eligibility standards.

Women Business Enterprise (WBE)

Any legal entity, except a joint venture, that is organized to engage in for-profit transactions, that is certified for purposes of this Policy as being at least fifty-one percent (51%) owned, managed, and controlled by one (1) or more non-minority women individuals that are lawfully residing in, or are citizens of, the United States or its territories, that is ready, willing, and able to sell goods or services that are purchased by the SBBC and that meets the significant business presence requirements. In addition, the annual revenues and number of employees shall be no greater than fifty percent (50%) of the small business size standards for its industry as established by the U.S. Small Business Administration; and meets the significant business presence requirements.

<u>Minority Group Members</u>	
African-Americans (AA)	Persons with origins in any of the black racial groups of Africa.
Hispanic-Americans (HA)	Persons of Mexican, Puerto Rican, Cuban, Spanish, or Central and South American origin.
Asian-Pacific Americans (AP)	Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.
Native Americans (NA)	Persons having no less than one-sixteenth (1/16 th) percentage origin in any of the Native American Tribes, as recognized by the U.S. Department of the Interior, Bureau of Indian Affairs and as demonstrated by possession of personal tribal role documents



Procurement & Warehousing Services
Broward County Public Schools

Ownership

Name	Ethnicity	Gender	Years of Ownership	Ownership %	Date Required



Procurement & Warehousing Services

Broward County Public Schools

Individuals responsible for day-to-day management of the firm

Business Area	Name	Title	Ethnicity	Gender
Finance				
Management				
Estimating				
Human Resources				
Purchasing				
Supervision of Field Operation				
Signing of Contracts				



Procurement & Warehousing Services

Broward County Public Schools

AFFIDAVIT

(Affidavit Page 1)

The undersigned does hereby declare that the statements contained in this application and all attachments which have been provided in support of this application (hereafter referred to as THIS APPLICATION) are true, accurate and complete and include all material information necessary to identify and explain the ownership and operation of:

Insert Full Name of Applicant Business (Including D/B/A)

Further, the undersigned agrees to provide the Certifying Agency (hereafter referred to as the AGENCY) with current, complete, and accurate information regarding THIS APPLICATION, its attachments, or any project or contracts issued by the organizations or corporations utilizing the AGENCY for their own emerging small business enterprise or minority/woman business enterprise procurement and/or construction programs. The undersigned further agrees that, as part of this certification procedure, the AGENCY may freely contact any person or organization named in this application to verify statements made in THIS APPLICATION, and/or to secure additional information or data required to grant to, or withhold from, the applicant business certification as an Emerging Small Business Enterprise (E/SBE) or Emerging Small/Minority/Women Business Enterprise (E/S/M/WBE), or Minority Business Enterprise (MBE), or Minority/Women Business Enterprise (M/WBE), or Small Business Enterprise (SBE), or Small/Minority/Women Business Enterprise (S/M/WBE), or Women Business Enterprise (WBE). The undersigned understands and agrees that failure to submit required materials and/or to consent to interview(s), audit(s), and/or examination(s) will be grounds for immediate rejection of the application for Certification or Re-Certification.

Further, the undersigned acknowledges that there are no written, oral or tacit agreements concerning the control and financial operation of the firm between any persons associated with the firm.

Further, the undersigned acknowledges on behalf of the applicant business, that the applicant business is ready, willing and able to perform work for Broward County Public Schools and intends to actively compete for such opportunities with the Broward County Public Schools as are within the applicant's scope of business.

Further, the undersigned understands that all documents submitted will become public record.

It is recognized and acknowledged that the statements contained in THIS APPLICATION are true and that any material misrepresentation will be grounds for denial of Certification or for De-Certification and may result in not awarding or terminating contracts which may be awarded as the result of information contained in THIS APPLICATION. It is further recognized that whoever makes such false statements or material misrepresentations may be found guilty of a misdemeanor or felony under Chapter 837, F.S.

(Affidavit continued on the next page)



Procurement & Warehousing Services

Broward County Public Schools

(Affidavit Page 2)

Furthermore, the undersigned acknowledges that he/she may not fraudulently obtain, retain, attempt to obtain nor aid another in fraudulently obtaining or retaining or attempting to obtain Certification; or willfully make a false statement, to any official of a certifying jurisdiction or employee for the purpose of influencing the certification of an entity as an E/ S/M/WBE, or willfully obstruct, impede or attempt to obstruct or impede any official or employee who is investigating the qualifications of a business entity which has requested certification.

FRAUD

The applicant further understands that false statements or material misrepresentation made in this application will be grounds for initiating action under local, state and federal laws which deal with fraud and perjury. The AGENCY may initiate actions as it deems appropriate, including but not limited to, forwarding pertinent information to the appropriate governmental authorities.

The undersigned acknowledges that certification is normally reviewed every two years however; the AGENCY retains the right to reevaluate the Certification of any firm at any time. The undersigned further acknowledges that should the AGENCY change the eligibility requirements for Certification during the two-year certification period, the applicant must meet all new eligibility requirements in order to retain Certification.

Signature

Name (type or print)

Title

Date

NOTARY STATEMENT

On this _____ day of _____, 20____, before me, the undersigned notary public, appeared (Insert Name)_____ known to me (or satisfactorily proven) to be the person who did execute the foregoing affidavit, and represented that he/she was properly authorized by (Insert Name of Applicant Firm)_____ to execute the affidavit and did so as his/her free act and deed.

State of: _____

County of: _____

Notary Signature: _____

My Commission Expires: _____

(seal)

Construction Pre-Qualification Templates



Procurement & Warehousing Services

Broward County Public Schools

Disqualification Statement

We have not been disqualified by any public agency in Florida except as follows:

Date: _____

Name of Organization: _____

By: _____

Authorized Officer of the Company

State of: _____

County of: _____

Personally appeared before me, the undersigned authority, _____ (name of individual signing) who, after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____, 20_____.

NOTARY PUBLIC

My Commission expires: _____

STAMP:

[Company Seal]



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Broward County Public Schools

License

License Number	Certifying Agency



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Broward County Public Schools

Safety

Bureau of Labor Statistics (BLS) Standard Industry Code			
OSHA	Year 1	Year 2	Current
Worker's Compensation Experience Modification Rate for last 3 years:			
Lost workday cases for last 3 years as recorded on OSHA Form 300A, total of columns G & H			
Number of recordable injury/illness cases for last 3 years – OSHA recordable totals, OSHA Form 300A total of Columns M (1-6) and J			



Procurement & Warehousing Services

Broward County Public Schools

CREDIT REFERENCE

(MINIMUM of three (3) References)

Reference 1:

Reference for (Applicant Company Name):			
Company Name (providing reference):			
Name:		Title:	
Phone Number:		Email Address:	
QUESTIONS REGARDING CREDIT			
Credit Line:	YES	NO	Credit Amount:
Current	YES	NO	Client How Long:
Comments:			

Signature (Person providing reference)

Date

Name and Title

Company Name



Procurement & Warehousing Services

Broward County Public Schools

Reference 2:

Reference for (Applicant Company Name):			
Company Name (providing reference):			
Name:		Title:	
Phone Number:		Email Address:	
QUESTIONS REGARDING CREDIT			
Credit Line:	YES NO	Credit Amount:	
Current	YES NO	Client How Long:	
Comments:			

Signature (Person providing reference)

Date

Name and Title

Company Name



Procurement & Warehousing Services

Broward County Public Schools

Reference 3:

Reference for (Applicant Company Name):			
Company Name (providing reference):			
Name:		Title:	
Phone Number:		Email Address:	
QUESTIONS REGARDING CREDIT			
Credit Line:	YES NO	Credit Amount:	
Current	YES NO	Client How Long:	
Comments:			

Signature (Person providing reference)

Date

Name and Title

Company Name



Procurement & Warehousing Services

Broward County Public Schools

General Financial Information

Bank:

Bank Name:			
Bank Address:			
City:		State:	Zip:
Contact Name for Inquiries:			
Phone Number:		Email Address:	

Note: A credit report may be requested of your bank. Your signature below denotes permission to do so.

Insurance:

Vendor Insurance Requirements

- ✓ General Liability/ Commercial General and Contract Liability
 - ✓ \$1 million each occurrence
 - ✓ \$1 million general aggregate
 - ✓ \$1 million Products and Completed Operations
- ✓ Auto Liability
 - ✓ Non-owned, hired and all owned autos - \$1 million combined single limit
If insured does not own any vehicles \$1 million hired and non-owned auto liability is required plus an affidavit stating the insured does not own any vehicles. If insured acquires vehicles during the policy term insured agrees to provide proof of coverage.
- ✓ Workers' Compensation/Employers Liability
 - ✓ Statutory Limit – \$100,000 each accident, \$100,000 disease each employee, \$500,000 disease policy limit
- ✓ Minimum AM Best Rating for Insurers
 - ✓ Alpha Rating: A-
 - ✓ Financial Category: VI
- ✓ Certificate Wording
 - ✓ "The School Board of Broward County, Florida, its members, officers, employees and agents are Additional Insureds' with reference to General Liability."
 - ✓ "All liability policies are primary of all other valid and collectable coverage maintained by the School Board of Broward County, Florida."

Insurance Company Name:	
Agent Company:	
Agent Contact:	
I have attached a copy of current general liability, workman's compensation and auto insurance.	<input type="checkbox"/> Yes <input type="checkbox"/> No



Procurement & Warehousing Services

Broward County Public Schools

Bonding Agency:

Bonding Company Name:			
Bonding Company Address			
City:		State:	Zip:
Contact Name for Inquiries:			
Phone Number:		Email Address:	
I have attached written verification of bonding capacity.		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Verification must be submitted by licensed surety company rated excellent ("A-" or better) in the current A.M. Best Guide and qualified to do business in the State of Florida</i>	

I hereby certify that the above information is true and complete to the best of my knowledge.

Dated this _____ day of _____, 20_____.

Name of organization _____

By: _____ **Title:** _____

(An authorized officer of the company, the owner, or sole proprietor, as appropriate must sign the application.)

State of: _____ **County of:** _____

Personally appeared before me, the undersigned authority, _____
(name of individual signing) who, after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____, 20_____.

NOTARY PUBLIC

My Commission expires: _____ **STAMP:**



Procurement & Warehousing Services

Broward County Public Schools

Letter of Intent from Surety Company

The School Board of Broward County, Florida, 7720 West Oakland Park Blvd, Suite 323, Sunrise, FL 33351

Administrator:

This is to advise that, until further notice in writing to you, we agree to provide bonds on behalf of

_____ covering construction in the amount of \$ _____ for any single contract and \$ _____ in the aggregate of outstanding contracts.

When more than one surety is included in this letter of intent, unless clearly indicated to the contrary on this letter of intent, and a separate limit indicated for the surety on this letter of intent, each surety agrees that it shall be jointly and severally liable with the other sureties included in this letter of intent.

Performance Rating:	
Financial Size:	
Name of Surety	
By:	
(Affix Seal)	
Sworn to and subscribed before me this _____ day of _____, 20_____	
Notary Public	
My commission expires:	
(Notary Seal/Stamp)	
Printed, typed, or stamped commissioned name of notary public	



Procurement & Warehousing Services

Broward County Public Schools

SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to _____ by _____.
2. This sworn statement is submitted by _____ whose business address is _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____.
3. My name is _____ and my relationship to the entity named above is _____.
4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that a “public entity crime: as defined in Paragraph 287.133(1)(g), 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” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. 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.]



Procurement & Warehousing Services

Broward County Public Schools

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

The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or, an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND [Please indicate which additional statement applies].

There has been a proceeding concerning the conviction before a hearing office of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the final order.]

The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

Signature

Date

State of: _____

County of: _____

Personally appeared before me, the undersigned authority, _____ (name of individual signing) who, after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____, 20_____.

NOTARY PUBLIC

My Commission expires: _____

STAMP:



Affidavit of Joint Venture

State of Florida
County of Broward

Before me, the undersigned authorities, personally appeared _____ and _____ (called "Affiants"), who being first respectively duly sworn, depose and say:

1. Affiants as officers or principals of the undersigned entities, are representatives of the joint venture known as _____ located at _____ and is duly authorized to file this affidavit on behalf of the joint venture.
2. Affiants state that the joint venture is registered or certified to engage in the construction business in the State of Florida and bears the registration or certification number _____ dated _____ and is issued at _____.
3. Affiants are filing this affidavit of joint venture as required for pre-qualification to bid on The School Board of Broward County, Florida Project Number _____.
4. A true copy of the Joint Venture Agreement is attached as Exhibit "A". Said Joint Venture Agreement is in full force and effect and has not been modified, amended, changed or rescinded in any manner and the sole parties have interest in said Joint Venture Agreement are Affiants and the entities they represent as indicated below.

Signature	Date	Signature	Date
-----------	------	-----------	------

(Print name of company and Title)	(Print name of company and Title)
-----------------------------------	-----------------------------------

The foregoing instrument was subscribed and sworn to by _____ before me this _____ day of _____, 20_____.

NOTARY PUBLIC

My Commission expires: _____

STAMP:



Procurement & Warehousing Services

Broward County Public Schools

Relevant Project Experience

Provide at least three (3) completed projects from within the last five (5) years that are the most relevant in scope and complexity to schools or educational facilities.

Project 1

Relevant Classification Codes:					
Company Name:					
Name of Owner:					
Company Street Address:					
City:		State:		Zip:	
Phone Number:		Email Address:			
Project Name & Location:					
Description of Work performed					
Prime or Sub-Contractor					
Architect/Engineer					
Person in charge					
Original Contract Amount		Change Order Amount		Bond Amount	
Date Commenced			Date Completed		
Was time extension necessary?					
Were any penalties imposed?					
Were liens, claims or stop notices filed?					



Procurement & Warehousing Services

Broward County Public Schools

Project 2

Relevant Classification Codes:			
Company Name:			
Name of Owner:			
Company Street Address:			
City:		State:	Zip:
Phone Number:		Email Address:	
Project Name & Location:			
Description of Work performed			
Prime or Sub-Contractor			
Architect/Engineer			
Person in charge			
Original Contract Amount		Change Order Amount	Bond Amount
Date Commenced		Date Completed	
Was time extension necessary?			
Were any penalties imposed?			
Were liens, claims or stop notices filed?			



Procurement & Warehousing Services

Broward County Public Schools

Project 3

Relevant Classification Codes:			
Company Name:			
Name of Owner:			
Company Street Address:			
City:		State:	Zip:
Phone Number:		Email Address:	
Project Name & Location:			
Description of Work performed			
Prime or Sub-Contractor			
Architect/Engineer			
Person in charge			
Original Contract Amount		Change Order Amount	Bond Amount
Date Commenced		Date Completed	
Was time extension necessary?			
Were any penalties imposed?			
Were liens, claims or stop notices filed?			



Procurement & Warehousing Services

Broward County Public Schools

Reference Sheet(s)

Minimum of Three (3) References

Reference 1:

Company seeking pre-qualification			
Reference Company		Date Received	
Reference Name and Title		Phone Number	

Item	Excellent	Good	Satisfactory	Unsatisfactory
a) Quality of workmanship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Cooperation/Responsiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Adherence to schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Safety record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Job site cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Technical knowledge of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Management of project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Site organization and planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j) Adherence to direct purchase procedure (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k) Draw requests/completeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l) Document/close out processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m) Adherence to codes/documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n) Overall satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What size was the job they did for you?	
What year was the project completed?	
Would you hire the contractor again?	
Comments, complaints, ideas, suggestions	

Reference Signature

Date Completed



Procurement & Warehousing Services

Broward County Public Schools

Reference 2:

Company seeking pre-qualification			
Reference Company		Date Received	
Reference Name and Title		Phone Number	

Item	Excellent	Good	Satisfactory	Unsatisfactory
o) Quality of workmanship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p) Cooperation/Responsiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q) Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r) Adherence to schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
s) Safety record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t) Job site cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
u) Technical knowledge of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v) Management of project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
w) Site organization and planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
x) Adherence to direct purchase procedure (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
y) Draw requests/completeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
z) Document/close out processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
aa) Adherence to codes/documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
bb) Overall satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What size was the job they did for you?	
What year was the project completed?	
Would you hire the contractor again?	
Comments, complaints, ideas, suggestions	

Reference Signature

Date Completed



Procurement & Warehousing Services

Broward County Public Schools

Reference 3:

Company seeking pre-qualification			
Reference Company		Date Received	
Reference Name and Title		Phone Number	

Item	Excellent	Good	Satisfactory	Unsatisfactory
cc) Quality of workmanship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dd) Cooperation/Responsiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ee) Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ff) Adherence to schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
gg) Safety record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
hh) Job site cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii) Technical knowledge of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
jj) Management of project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
kk) Site organization and planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ll) Adherence to direct purchase procedure (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
mm) Draw requests/completeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
nn) Document/close out processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
oo) Adherence to codes/documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
pp) Overall satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What size was the job they did for you?	
What year was the project completed?	
Would you hire the contractor again?	
Comments, complaints, ideas, suggestions	

Reference Signature

Date Completed

OVERVIEW

Audience: BCPS Suppliers

- The purpose of this Quick Reference Guide (QRG) is to provide clarity on system icons and their functions, as well as to provide some quick tips on how to make sure you select the best responses to complete your registration.

Quick Steps

1. Icons and their functions
2. Conditional Responses – Registration Category Guide



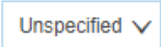





DID YOU KNOW?

- The eProcure Supplier Profile Questionnaire is designed to guide suppliers through the registration process.
- **Section 1** is for Standard Registration - All suppliers will respond to these questions
- **Section 2** is for E/S/M/WBE Certification - BCPS is a certifying agency. In addition to standard registration, eligible suppliers may be certified as Emerging/Small/Minority/Women Owned Enterprises.
- **Section 3** is for Construction Pre-Qualification - Certain opportunities to do business with BCPS, specifically those related to construction, require pre-qualification.



Icons & Functionality

- Use this guide to navigate the system, use the tools provided, and answer questions in the required formats

	Use this icon to maximize the view of the SPQ
	Click this icon to add additional notes or attachments
	Click the arrow to display dropdown menus
	Click to browse and attach files
	Empty boxes indicate a text field
	You can select more than one answer when there are multiple options
	Click the calendar to select a date or enter the date in the space provided
	Click this icon to display additional information

Conditional Responses

- There are several questions that are only visible based on certain conditions
- Conditional Sections/Questions
 - The responses to Section 1.2 determine the questions that will be displayed throughout the rest of the SPQ
 - The response to Question 1.3.18 will determine the required documents per business type
- The numbering may appear to skip sections or sub-sections. This is by design.

➤ Standard Registration (No Certification or Pre-Qualification)

- 1.2.1 – No
- 1.2.3 – No
- 1.2.4 – No
- 1.2.7 – No

➤ ESMWBE New Certifications

- 1.2.1 – No
- 1.2.3 – Yes

➤ ESMWBE Re-certifications

- 1.2.1 – Yes
- 1.2.2 – Yes

➤ New Pre-Qualifications

- 1.2.4 – No
- 1.2.7 – Yes

➤ Pre-Qualification Renewals

- 1.2.4 – Yes
- 1.2.5 – Yes

➤ Pre-Qualification Increases

- 1.2.4 – Yes
- 1.2.6 – Yes

➤ New Standard, ESMWBE, and Pre-Qualification

- 1.2.1 – No
- 1.2.3 – Yes
- 1.2.4 – No
- 1.2.7 – Yes



Additional Assistance

- A. Contact the Supplier Diversity Outreach Program for additional information on Certification Requirements**
- For questions regarding the Emerging/Small/Minority/Women Business Enterprise (E/S/M/WBE) Program, please call the Supplier Diversity & Outreach Program at (754) 321-0550.
- B. Contact the Construction Pre-Qualification staff for additional information on Pre-Qualification Requirements**
- For questions regarding the documents, contracts, or other construction-related items, please contact our Construction team directly at (754) 321-0525.
- C. Contact the Procurement Help Desk for general questions regarding registration**
- For questions regarding general registration requirements, contact us at (754) 321-0505 or email us at ProcurementNotifications@browardschools.com

OVERVIEW

Audience: Existing BCPS Certified ESMWBE or Pre-Qualified Suppliers


- The purpose of this Quick Reference Guide (QRG) is to demonstrate how to access your BCPS Ariba Supplier Profile and; create a new Ariba Network Account (if applicable), connect to an existing Ariba Network Account (if applicable), review your profile, make profile updates (if needed), and submit your changes to BCPS for review.

Quick Steps

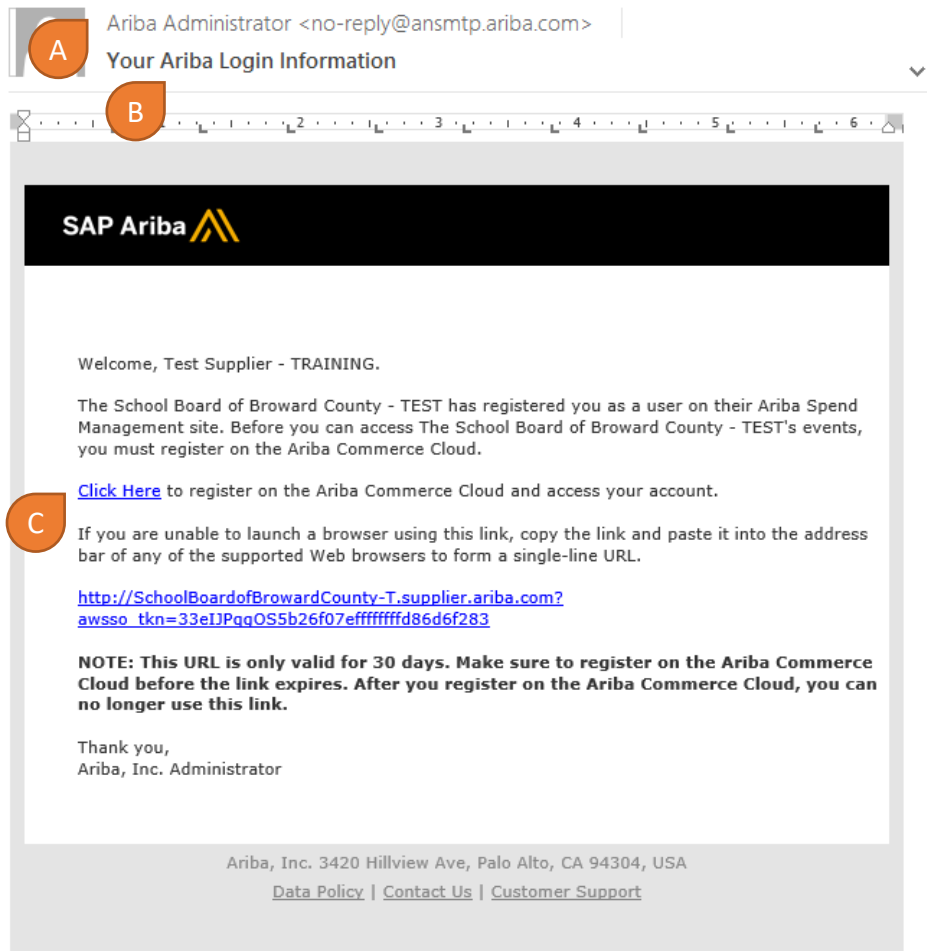
1. Receive your BCPS profile ID and temporary password
2. Create a new Ariba Network account or link to an existing Ariba Network account
3. Review and update your profile
4. Submit your profile updates

Step 1: Receive your BCPS profile ID temporary password

- You will receive an email from Ariba Administrator no-reply@ansmtp.ariba.com
- The subject will be "Your Ariba Login Information"
- Click on the "Click Here" to register link or copy and paste the full URL into your preferred browser

 **Ariba Administrator**
no-reply@ansmtp.ariba.com

Add this email address to your safe senders list. If you do not receive an email in your inbox, check Spam and Junk folders



A Ariba Administrator <no-reply@ansmtp.ariba.com>
Your Ariba Login Information

B [Browser address bar showing the registration URL]

C [Annotation pointing to the registration link in the email body]

SAP Ariba

Welcome, Test Supplier - TRAINING.

The School Board of Broward County - TEST has registered you as a user on their Ariba Spend Management site. Before you can access The School Board of Broward County - TEST's events, you must register on the Ariba Commerce Cloud.

[Click Here](#) to register on the Ariba Commerce Cloud and access your account.

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

http://SchoolBoardofBrowardCounty-T.supplier.ariba.com?awsso_tkn=33eIJPqQOS5b26f07effffffd86d6f283

NOTE: This URL is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

Thank you,
Ariba, Inc. Administrator

Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA
[Data Policy](#) | [Contact Us](#) | [Customer Support](#)

Step 2: Create a new Ariba Network account

(or link to an existing Ariba Network account)

Ariba Sourcing



Help Center >>

Welcome, Test TRAINING



Have a question? [Click here to see a Quick Start guide.](#)

Welcome to the Ariba Network. A password reset request was issued from **The School Board of Broward County - TEST** site.

New to the Ariba Network? Sign up to register your user account

Sign up

A

Already have an account?

Log in

B

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

A. Sign Up: New to Ariba? Use the “Sign Up” option if it is the first time your organization is creating an Ariba Network Account.

B. Log in: Already an Ariba Supplier? Great! Link your Broward County Public Schools Supplier Profile to your existing Ariba Network Account by using the Log In option.



Need more help signing up?

Use the “**Have a question?**” link to view the **Ariba Quick Start Guide** or visit the Ariba **Help Center FAQ's** at the right of your screen

Step 2.1: Create a new Ariba Network Account

- A. Company Information:** Provide your Company's required(*) information in the space provided.
- B. User Account Information:** We recommend that you use your email address as your username. Do so by checking the box next to "Use my email as my username"
- C. Tell us about your business:** Display the additional fields by clicking on the triangle icon. Enter a key word in the space provided, select all that apply, and click the Add option to help let your customers know what Products & Services your company provides and to which Locations your company ships
- D. Terms and Conditions:** Review and accept the Terms of Use and SAP Ariba Privacy Statement
- E. Submit:** Click Submit to create your Ariba Network Account

Company information

A

Company Name:*

Country:*

Address:*

City:*

State:*

Zip:*

User account information

Name:*

Email:*

Use my email as my username

Us **B**

Password:*

Language:

Email orders to:*

Tell us more about your business ▾

C

Product and Service Categories: **C** -or-

Ship-to or Service Locations: **C** -or-

Tax ID: Enter your nine-digit Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with *-1* in test account. ⓘ

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)


D


E


Product and Service Categories: There is no limit to the number of product and service categories. Enter all that accurately apply to your organization to improve your visibility for BCPS sourcing opportunities

Step 2.2: Confirmation of your new Ariba Network Account

A. Company Information: When you submit your Ariba Network Account info, you will receive an email with your Account ID and other information for strengthening your profile for BCPS and other Ariba Buyers.

 **Good to Know:**
Improve your presence as a Supplier by using all the Ariba solutions to build your network profile.

 **Next Steps:**
BCPS encourages you to complete all of the Next Steps to ensure your organization is ready for opportunities

SAP Ariba 

A **Welcome to the Ariba Commerce Cloud**

Your registration process on the Ariba Commerce Cloud for Test Supplier - TRAINING is now complete.

Your organization's account ID: **AN01408866187-T**

Your username: test-marissa.quijada@browardschools.com

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- Ariba Discovery™ (Leads)
- Ariba Sourcing™ (Proposals)
- Ariba Contract Management™ (Contracts)
- Ariba® Network (Orders & Invoices)

You can start using Ariba Discovery immediately and begin receiving notifications when business opportunities matching your commodities are published.

Access to the Ariba Sourcing and Ariba Contract Management solutions requires an invitation from a buyer organization using one of these solutions.

Next Steps:

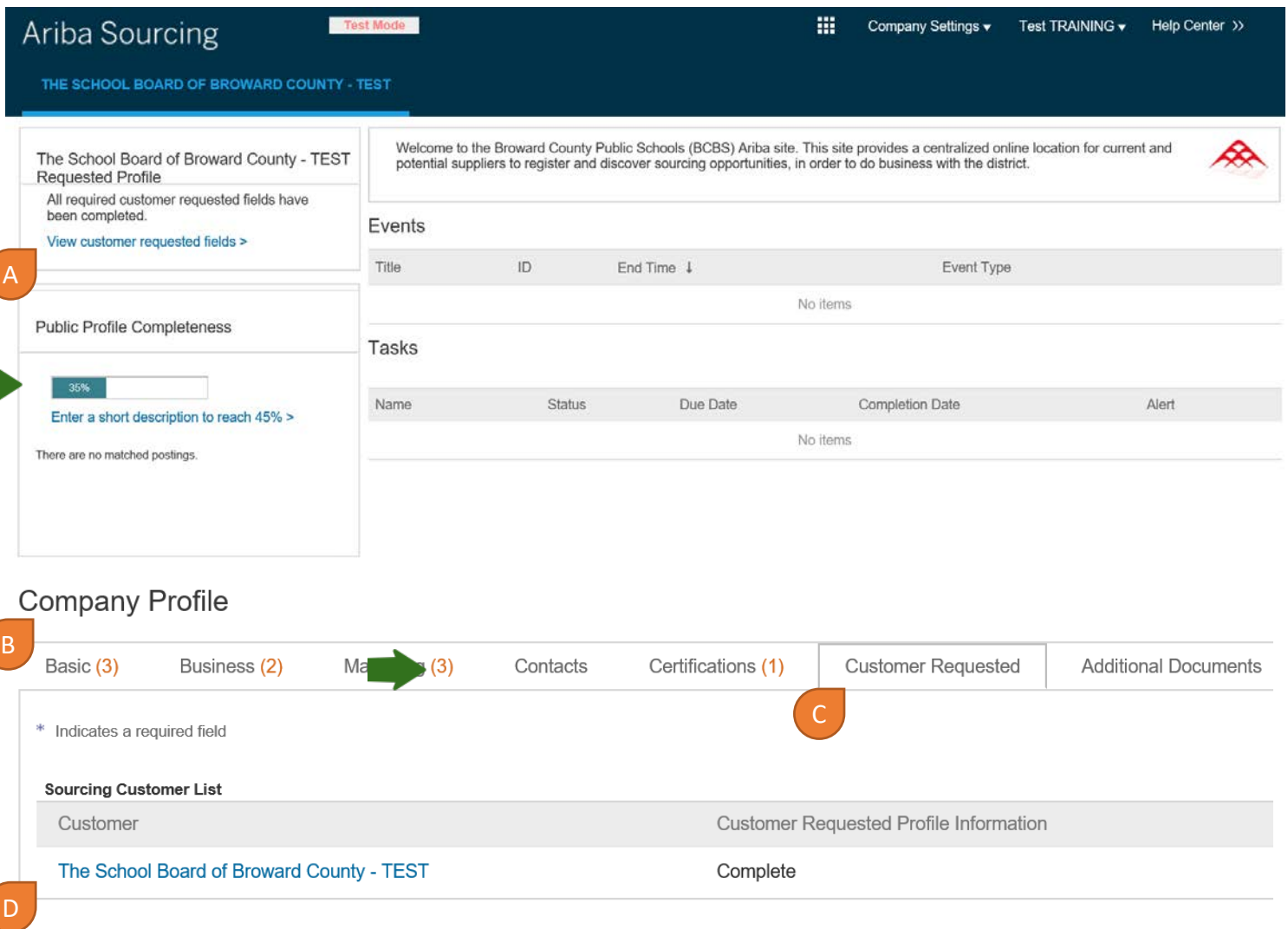
- Complete your company profile. Potential customers can search for and review seller profiles on the Ariba Commerce Cloud. The more detail you provide about your company, its capabilities, products, and services, the more effectively you can attract high-quality customers.
- Create user accounts for employees who require access to the Ariba Commerce Cloud capabilities.
- Update your user preferences and review your notification settings.
- Explore Ariba Discovery to find and participate in business opportunities. Search for new business opportunities and respond to any that match your commodity classification and sales territories.
- [Download the Ariba Supplier Mobile app](#) for easy access to key documents on your mobile device.
- Explore the product documentation to find out more about user and administration tasks. To access the help resources, log into your account and click Help > Product Documentation on any page.

Thank you again for joining the Ariba business community through the Ariba Commerce Cloud.

Sincerely,
The SAP Ariba Team
<https://discovery.ariba.com>

Step 2.4: Complete your BCPS Profile

- A. Complete Your BCPS Company Profile:** Click on the “View customer requested fields” link
- B. Company Profile Tabs:** Click on each section to complete your Ariba Public Profile.
- C. Customer Requested:** The only information unique to BCPS is the information requested in the Customer Requested tab for the customer “The School Board of Broward County”
- D. BCPS Supplier Profile Questionnaire (SPQ):** Click on the link for “The School Board of Broward County” to open your pre-established BCPS profile



Ariba Sourcing Test Mode Company Settings Test TRAINING Help Center

THE SCHOOL BOARD OF BROWARD COUNTY - TEST

The School Board of Broward County - TEST Requested Profile
All required customer requested fields have been completed.
[View customer requested fields >](#)

Public Profile Completeness
36%
[Enter a short description to reach 45% >](#)
There are no matched postings.

Welcome to the Broward County Public Schools (BCBS) Ariba site. This site provides a centralized online location for current and potential suppliers to register and discover sourcing opportunities, in order to do business with the district.

Events

Title	ID	End Time ↓	Event Type
No items			

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

Company Profile

Basic (3) Business (2) **Matched (3)** Contacts Certifications (1) Customer Requested Additional Documents

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
The School Board of Broward County - TEST	Complete

Company Profile Information:

A number next to a section name (#) indicates the number of additional fields required for completing your profile 100%. The more complete your profile, the more your company will be visible to Ariba Buyers (including BCPS).

Step 3: Review your Profile

- A. Profile Questions:** You will see a series of questions. Questions vary per supplier based on E/S/M/WBE Certification status, Pre-Qualification status, Business type, and other potential variables. Do not be alarmed if you see a number skipped. You will see that a “No” response to a question might display different questions than a “Yes” response to the same question. This is by design.
- B. Update responses:** BCPS attempted to answer the questions on behalf of current ESMWBE and Pre-Qualified suppliers. Depending on the duration a supplier has been an existing certified E/S/M/WBE or pre-qualified supplier for the District, we may require you to update some of your information. Review the responses entered on your behalf, make the necessary changes, and proceed as prompted.
- C. Save as Draft:** In order to protect the integrity of your Supplier Profile, the system will log you out automatically during extended periods of inactivity. To avoid loss of data, we encourage you to save often by clicking “Save as Draft”.
- D. Scrolling:** Use the scroll bar on the right side of the profile to view all questions

The School Board of Broward County - TEST Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Changes you make below may be subject to approval before they are accepted. C

Question

any E/S/M/WBE and Pre-Qualification questions in section 1.2

NOTE: You can always change your responses at a later date.

1.2.1 Are you currently E/S/M/WBE Certified with Broward County Public Schools? If yes, attach a copy of your Certificate. To attach your Certificate, click the blue comment icon and add your attachment in the space provided.

Answer * D

1.2.3 Are you looking to become E/S/M/WBE Certified or Reciprocal Certified with Broward County Public Schools? (Requires completion of Section 2)

Answer *


A 1.2.4 Are you currently Pre-Qualified with Broward County Public Schools? If yes, attach a copy of your Pre-Qualification Letter. D

1.2.7 Are you looking to become Pre-Qualified with Broward County Public Schools? (Requires completion of Section 3) D

▼ 1.3 General Supplier Information B

1.3.1 Company Name *

1.3.2 DBA Name (if applicable)

 **BCPS SPQ:** The length of time it takes to complete the SPQ varies with the type of application you are submitting. We encourage you to download the list of questions and answers per application type from our website at [\[enter here\]](#)

Step 4: Submit your Profile Changes

- A. Profile updates:** Once you have reviewed and updated your profile responses, you can submit your Supplier Profile Questionnaire to BCPS
- B. Submitting your changes:** Click "Submit" to send BCPS your profile updates.
- C. Confirmation of Submittal:** You will receive a green confirmation of submittal when you successfully submit your profile updates
- D. Reviewing your status:** Check the status of your profile updates in Section 1.4 of your SPQ. This status will change as PWS progresses through the application process. If 1.4.1 indicates "Pending Review", there will be no responses for the remaining questions in this section. Once approved, your Approval Date and SAP ID will be displayed.

The School Board of Broward County - TEST Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer. Click **Discard Draft** to clear all the changes you have made and display the last values you successfully submitted to your customer.

Status: Submitted by Test TRAINING at 06/18/2018 05:52 PM

Discard Draft

Save as Draft

Submit

Changes you make below may be subject to approval before they are accepted.

B

✓ You have successfully submitted changes to your customer.

C

Question

1.3.25 How would you rate the registration process overall? Select from a range of 1 - 10 where 1 means "I did not like this process" and 10 means "I really liked this process". We appreciate your feedback and encourage your additional comments. Click the blue comment icon and provide additional information in the space provided.

Answer 10

A

▼ 1.4 Standard Supplier Registration Status (To be completed by BCPS Procurement & Warehousing Services)

1.4.1 Compliance Phase Status (This allows you to participate in Sourcing Opportunities) Pending Review

1.4.2 Compliance Approval Date

D

1.4.3 SAP ID (This ID indicates that you've been added to our system and will be able to receive Purchase Orders from the District, if awarded).

Answer

Step 4: Confirmation of Profile changes

- A. Updated Profile Email:** In addition to the green successful submission message on the Ariba Network side, you will also receive an email from Ariba Commerce Cloud ordersender-prod@ansmtp.ariba.com confirming that your profile was updated.

A



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

1

5:57 PM

Attention: Your SAP Ariba supplier account company profile is updated

i If there are problems with how this message is displayed, click here to view it in a web browser.



SAP Ariba 

Dear Test TRAINING,

Thank you for updating your SAP Ariba supplier company profile. If you did not request this change, please let us know immediately by contacting SAP Ariba Support.

Sincerely,
The SAP Ariba Team
<https://discovery.ariba.com>

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA

[SAP Ariba Privacy Statement](#) | [Ariba Data Policy](#) | [Ariba Help and Support](#)

If a customer-specific privacy statement applies to this processing of personal data, you can view it when loaded into your account.

Additional Assistance

- A. Contact the Supplier Diversity Outreach Program for additional information on Certification Requirements**
- For questions regarding the Emerging/Small/Minority/Women Business Enterprise (E/S/M/WBE) Program, please call the Supplier Diversity & Outreach Program at (754) 321-0550.
- B. Contact the Construction Pre-Qualification staff for additional information on Pre-Qualification Requirements**
- For questions regarding the documents, contracts, or other construction-related items, please contact our Construction team directly at (754) 321-0525.
- C. Contact the Procurement Help Desk for general questions regarding registration**
- For questions regarding general registration requirements, contact us at (754) 321-0505 or email us at ProcurementNotifications@browardschools.com

OVERVIEW

Audience: External Suppliers

- Broward County Public Schools (BCPS) uses the SAP Ariba Supplier Information Management (SIM) tool in conjunction with the Ariba Network (AN) to provide a standard automated process for capturing supplier data based on the County's requirements.
- The purpose of this Quick Reference Guide (QRG) is to demonstrate how to register on the Ariba Network and complete the Supplier Profile Questionnaire (SPOs) that vendors are required to submit online in order to do business with BCPS.

Quick Steps

1. Register as a new supplier on the Ariba Network (if needed)
2. Complete the BCPS Supplier Profile Questionnaire
3. Click "Submit"
4. Check your approval status

Step 1: Register as a new supplier on the Ariba Network (if needed)

1. Navigate to the online Ariba Network to begin the Registration Process

- If **Self-Registering**, click the following link:
<http://schoolboardofbrowardcounty.supplier.ariba.com/register>
- If registering after receiving an **invite to participate in a BCPS Sourcing Event**, use the links provided in the automated email to begin the registration process.

To access the **BCPS Supplier Profile Questionnaire**, you **must** have an active **Ariba Commerce Cloud**, **Ariba Discovery**, or **Ariba Network** account. If you have an active account, click "**Log In**" at the top of the page and enter your username and password.

2. Complete the form to register a new Ariba Commerce Cloud account

To register as a new supplier on the Ariba Network, Ariba requires all Supplier organizations to fill-in a standard form with basic company and user information. *All fields marked with an asterisk (*) are required.*

A. Fill-in required **Company Information** (Company Name, Full Address)

- Once complete, scroll down to the User Account Information section on the page.

This step continues on the next page.

Company information A

* Indicates a required field

Company Name: *	<input type="text" value="Superior Goods LLC"/>	
Country: *	<input type="text" value="United States [USA]"/>	If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.
Address: *	<input type="text" value="5907 Pine St."/>	
	<input type="text" value="Line 2"/>	
	<input type="text" value="Line 3"/>	
City: *	<input type="text" value="Denver"/>	
State: *	<input type="text" value="Colorado"/>	
Zip: *	<input type="text" value="80222"/>	

Step 1: Register as a new supplier on the Ariba Network (if needed)

2. Complete the form to register a new Ariba Commerce Cloud account (continued)

This step is continued from the previous page.

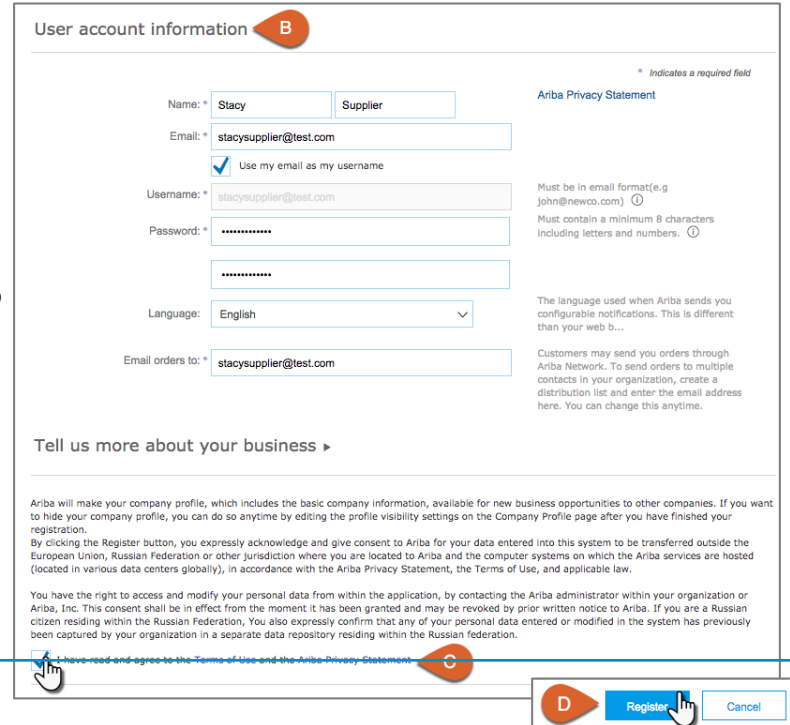
B. Enter **User Account Information**:

- Fill-in your **Name** and **Business Email**
- Identify a **Username** (can use business email address as username) and create a **Password** to be used when logging into the system. **Note:** *The password must adhere to Ariba's unique requirements.*

C. Click to indicate you understand and agree to Ariba's conditions specified.

D. Click "Register"

- This will trigger an automated email notification from the system to verify the email address entered and activate your Ariba Commerce Cloud account.



The screenshot shows the 'User account information' form with the following fields and values:

- Name: Stacy Supplier
- Email: stacysupplier@test.com
- Use my email as my username:
- Username: stacysupplier@test.com
- Password: [masked]
- Language: English
- Email orders to: stacysupplier@test.com

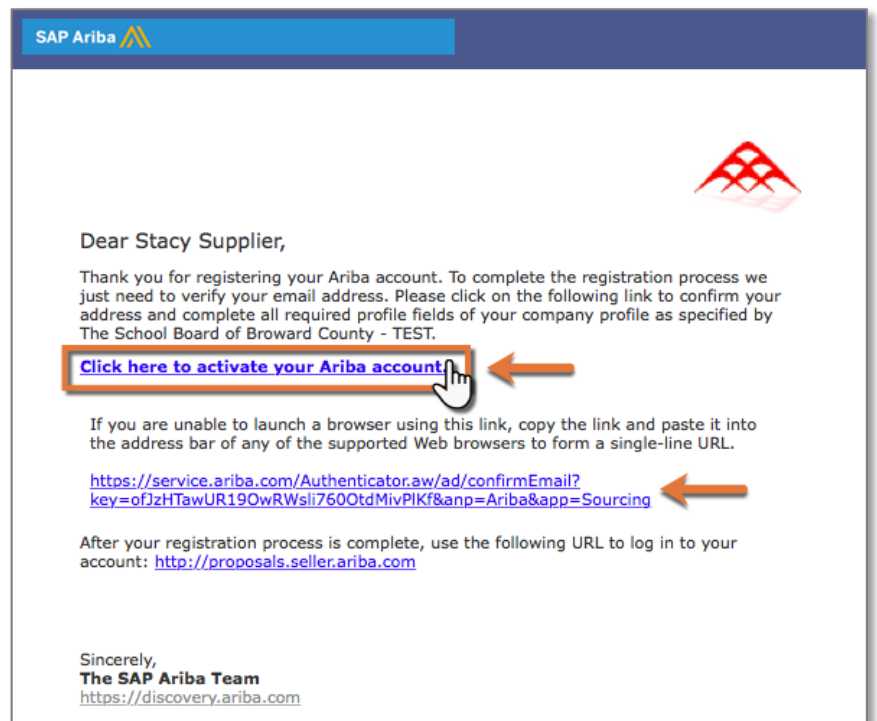
Below the form, there is a checkbox for 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' which is checked. At the bottom right, there are 'Register' and 'Cancel' buttons.

3. Activate your Ariba Commerce Cloud account

A. Navigate to your inbox to open the automated email notification

B. Click "[Click here to activate your Ariba account](#)" OR copy and paste the URL provided in the email

- Your Ariba Commerce Cloud account will now be active and the BCPS Profile Questionnaire will appear upon logging back into the system.



Step 2: Complete the BCPS Supplier Profile Questionnaire (SPQ)

For Information: BCPS Supplier Profile Questionnaire

The Supplier Profile Questionnaire (SPQ) collects all information required for doing business with BCPS. There are 3 sections of the BCPS SPQ as listed below. They do NOT all need to be completed at the same time.

- **Section 1: Standard Supplier Registration** - Required for all
 - **Section 2: Emerging/Small/Minority/Women Owned Business Enterprises** - Required to become E/S/M/WBE certified** or re-certified** with BCPS
 - **Section 3: Pre-Qualification** - Required to become Pre-Qualified** or to renew** Pre-Qualification with BCPS
- ❖ Questionnaire response types include open text fields/boxes, multiple choice drop downs and Yes/No selections, among others. Some fields require attachments or forms to be downloaded and completed for SPQ submission.
 - ❖ Your responses may trigger additional questions to appear in the SPQ form that require additional information and/or attachments to be submitted.
 - ❖ Expected time to complete the SPQ depends upon the supplier type you are applying for. We highly recommend you save your responses often by clicking **“Save As Draft”** to prevent data loss while completing the SPQ.

Section 1: Standard Supplier Registration – Required for all

A. Review **“Section 1.1 Instructions for Completion”** for awareness and understanding (*no action required*)

B. Complete **“Section 1.2 BCPS Supplier Onboarding Initial Assessment”**

- Your responses to the questions in Section 1.2 will determine if **Section 2** (E/S/M/WBE Certification) and/or **Section 3** (Pre-qualification) are triggered for required completion.
- **IMPORTANT:** If you are completing this registration as a requirement for participation in an upcoming BCPS Sourcing Event, we recommend that you select **“No”** to any E/S/M/WBE and Pre-Qualification questions. This will allow you to submit the SPQ to initiate the BCPS internal review and approval process to access the Sourcing Event. You can then change your response to **“Yes”** when ready to begin completing the section(s).

The School Board of Broward County - TEST Requested Profile

* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

Changes you make below may be subject to approval before they are accepted.

Question

▼ 1.2 BCPS Supplier Onboarding Initial Assessment

The answers to the questions in section 1.1 will determine what additional questions you will be required to complete before submitting your application for approval to do business with Broward County Public Schools. If you are completing this registration as a requirement for participation in an upcoming sourcing event, we recommend that you select "No" to any E/S/M/WBE and Pre-Qualification questions in section 1.2

NOTE: You can always change your responses at a later date.

1.2.1 Are you currently E/S/M/WBE Certified with Broward County Public Schools? If yes, attach a copy of your Certificate. To attach your Certificate, click the blue comment icon and add your attachment in the space provided.

Answer *

1.2.4 Are you currently Pre-Qualified with Broward County Public Schools? If yes, attach a copy of your Pre-Qualification Letter. *

Step 2: Complete the BCPS Supplier Profile Questionnaire (SPQ)

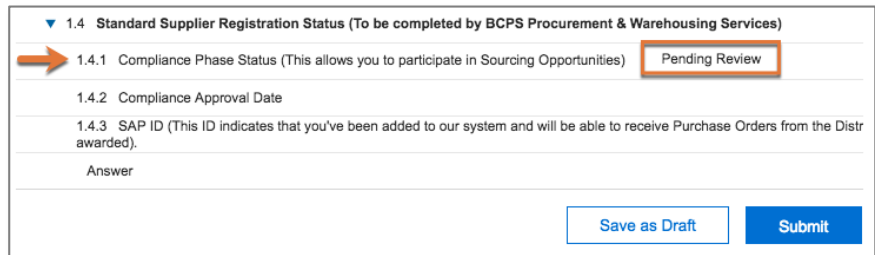
Section 1: Standard Supplier Registration – Required for all (continued)

C. Complete “Section 1.3 General Supplier Information”

- The **Primary Contact** will be the point-of-contact for all Sourcing opportunities with BCPS.
- Your selection in the **Business Type** field may trigger a significant number of additional fields/questions to appear for required completion. Please be cautious when selecting the appropriate type from the drop down and verify the correct type is selected.

D. Review “Section 1.4 Standard Supplier Registration Status” for awareness. This is where BCPS will update your status information; there is no action required from you in this section.

- Your status is listed in the **Compliance Phase Status (1.4.1)** field.
- This will default to “**Pending Selection**” upon initial SPQ submission. See *Step 4 for the definition of each Compliance Phase Status type.*



Section 2: Emerging/Small/Minority/Women Owned Business Enterprises – Required to become E/S/M/WBE certified** or re-certified** with BCPS

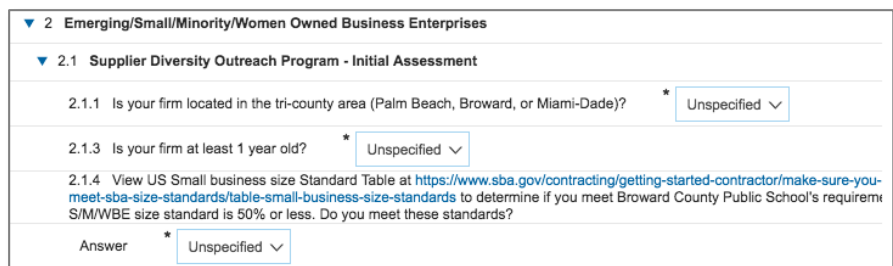
The Supplier Diversity Outreach Program is designed to help small, minority and women-owned businesses, to participate in District procurement and contract activities. The purpose of the program is to spur economic development and support small, and minority and women-owned businesses to successfully expand in the marketplace. The program includes Small Business Enterprise (SBE) Certification and Minority/Women Business Enterprise (M/WBE) Certification. This program provides certification to eligible businesses in the tri-county market including Broward County, Miami-Dade County, and Palm Beach County.

Once certified, the certification is valid for **two years** from the date of issue, unless the certificate is suspended or revoked. The re-certification process should be started **90 days** in advance of the certificate expiration date.

For additional information, visit <http://www.broward.k12.fl.us/supply/sdop/index.html>.

A. Complete each applicable sub-section in the E/S/M/WBE Section

- **Note:** Sub-Section 2.3 and 2.4 are driven by status conditions and previous selections made, such as the Business Type.



B. Review **Section 2.7 BCPS - Supplier Diversity Outreach Program** for awareness. This is where BCPS will update your status information; there is no action required from you in this section.

Step 2: Complete the BCPS Supplier Profile Questionnaire (SPQ)

Section 3: Pre-Qualification – Required to become Pre-Qualified or to renew Pre-Qualification with BCPS

The School Board of Broward County, Florida's (SBBC) Procurement & Warehousing Services Department (P&WS) pre-qualifies all "contractors" for construction contracts pursuant to Chapter 489, Florida Statutes, according to the rules set forth in the State Requirements for Educational Facilities (SREF) Section 4.1 and School Board Policy 7003.1.

Once pre-qualified, a contractor's pre-qualification certificate is valid for one year from the date of issue, unless the certificate is suspended or revoked.

For additional information, visit <http://www.broward.k12.fl.us/supply/constructioncontracts/prequal.html>.

- A. Complete each applicable sub-section in the Pre-Qualification Section
- B. Review **Section 3.11 Pre-Qualification Status Information** for awareness. This is where BCPS will update your status information; there is no action required from you in this section.

Step 3: Click "Submit"

Once all required information has been entered and/or added into the SPQ fields, click **"Submit"**

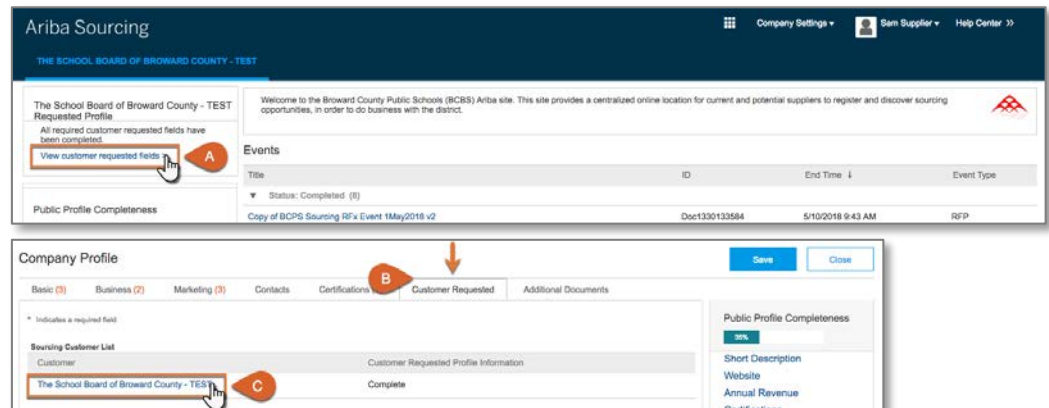


- BCPS will review your submitted questionnaire responses and attachments to determine your status.
- The information and/or attachments submitted in your Supplier Profile can be changed or updated at any time as needed. Note, some changes may require an additional round of review and approval by BCPS (if previously approved).

Step 4: Check your approval status

To check your approval status, you must navigate back to your submitted BCPS Supplier Profile Questionnaire from the Ariba Sourcing (Proposals) page.

- A. Click **"View customer requested fields"** on the left side of the page
- B. Navigate to the **Customer Requested Tab**
- C. Click on BCPS in the Sourcing Customer List
 - This will open your BCPS SPO for viewing.
 - *This step continues on the next page.*



Step 4: Check your approval status (continued)

- D. Scroll down to the applicable status sub-section for review and view the status listed
- For reference, the definitions of each status type are listed below.

Section 1.4 Standard Supplier Registration Status

- Pending Review:** This is the default status. Suppliers in "Pending Review" status cannot yet participate in BCPS Sourcing Events.
- Sourcing Participation Approved:** The Supplier is approved to view and respond to BCPS Sourcing Events as invited. This means that BCPS is able to invite the supplier to participate in Sourcing Events, but compliance verification is still in process. Compliance verification must be completed in order to be awarded Sourcing Events or to receive Purchase Orders.
- Compliance Verified:** The supplier has been fully vetted and is able to be awarded Sourcing Events.
- Pending - Additional Information Required from Supplier:** The information the supplier provided was reviewed, but additional information is still required for sourcing approval and compliance verification. A message will also be sent to the supplier when this is the case.
- Other Status - See comments:** If none of the above statuses apply, an additional status will be defined here.
- Not Approved:** If not approved, the BCPS Procurement Team will provide additional information explaining why the supplier is not approved through a comment and/or attachment in this section

Section 2.7 BCPS - Supplier Diversity Outreach Program

- Pending Review:** This is the default status for submitted applications.
- Pending - Additional Information Required from Supplier:** The information the supplier provided was reviewed, but additional information is still required for certification. A message will be sent to the supplier when this is the case.
- E/S/M/WBE Certification in Progress:** The certification has been received and is currently being reviewed.
- E/S/M/WBE Certification Approved:** The certification requirements have been met. A copy of the certification will be added to the profile and the original certificate will be mailed to the supplier.
- E/S/M/WBE Certification Not Approved:** The application has been reviewed and one or more certification criteria has not been met. The BCPS Supplier Diversity Outreach Program (SDOP) will provide additional information explaining why the application was not approved via comment and/or attachment in this section.
- Other Status - See comments:** If none of the above statuses apply, an additional status will be defined here.

Section 3.11 Pre-Qualification Status Information

- Pending Review:** This is the default status for submitted applications.
- Pending - Additional Information Required from Supplier:** The information the supplier provided was reviewed, but additional information is still required for certification. A message will be sent to the supplier when this is the case.
- Pre-Qualification in Progress:** The pre-qualification application has been received and is currently being reviewed.
- Pre-Qualification Approved:** The pre-qualification requirements have been met. A copy of the pre-qualification letter will be added to the profile and the original letter will be mailed to the supplier.
- Pre-Qualification Not Approved:** The application has been reviewed and one or more pre-qualification criteria has not been met. The BCPS Pre-Qualification team will provide additional information explaining why the application was not approved via comment and/or attachment in this section.
- Other Status - See comments:** If none of the above statuses apply, an additional status will be defined here.