

**ITN No. 21-0003, Managed Workplace IT Services
Attachment B: Responsible Vendor Review Form**

In accordance with Section 287.057, Florida Statutes, a contract pursuant to this Solicitation can only be awarded to a "responsible vendor." A responsible vendor means "a vendor who has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance." Section 287.012(25), Florida Statutes.

To assist in making this determination, Vendors responding to this Solicitation are required to fully and accurately answer each of the questions below. **For each "Yes" answer to questions 2.1 through 2.8, Vendors must provide a detailed written explanation and attach copies of any relevant documents cited in the explanation.** Answering "Yes" to questions 2.1 through 2.8 will not necessarily disqualify a Vendor from participating in this Solicitation. However, failure to provide additional information as requested by Citizens may disqualify a Vendor.

Citizens will base its determination of a Vendor's responsibility on: (a) information provided by Vendor in response to this form; (b) information provided elsewhere in a Vendor's response to the Solicitation (including financial information); and, (c) information obtained from independent research (including information Citizens obtains from the internet or from third parties).

Vendors shall provide immediate written notice to Citizens if, at any time prior to contract execution, a Vendor learns that the information provided in connection with this form was erroneous when submitted or has become erroneous by reason of changed circumstances.

Vendors must contact the Procurement Officer with any questions regarding this form.

1.1	Vendor's financial soundness will be evaluated separately as further described in the Solicitation.	
Within the last ten (10) years, in the State of Florida or any State or Federal jurisdiction has the Vendor or any of its officers, directors or owners:		
2.1	Been subject to a revocation, suspension, disbarment, administrative complaint, sanction, fine, adverse action, or disciplinary action relating to any business or professional permit, certification, and/or license?	☐ Yes ☐ No
2.2	Been suspended, debarred, or disqualified from any government contracting process or agreed to a voluntary exclusion from any government procurement process?	☐ Yes ☐ No
2.3	Been subject to a formal monitoring agreement or corrective action plan as part of a contract with a government entity?	☐ Yes ☐ No
2.4	Been subject to an indictment, administrative proceeding, civil action or judgment in connection with any government contract?	☐ Yes ☐ No
2.5	Had a government contract terminated for cause?	☐ Yes ☐ No
2.6	Been convicted of a crime related to governmental or nongovernmental contracting?	☐ Yes ☐ No
2.7	Been subject to a governmental investigation relating to alleged violation of any statutory or regulatory violation?	☐ Yes ☐ No
2.8	Had a judgment entered in a civil lawsuit based on an allegation of fraud?	☐ Yes ☐ No

Does the Vendor:		
3.1	Have the necessary organization, experience, accounting and operational controls, and professional and technical skills to meet its obligations under the proposed contract with Citizens, taking into consideration all existing commercial and governmental business commitments?	☐ Yes ☐ No
3.2	Certify that it either: (1) is properly registered with the Florida Department of State (DOS) to transact business in Florida (provide document number); (2) will register with the DOS prior to entering into a contract resulting from this Solicitation; or, (3) is not and will not be required to register with the DOS? Florida Statutes provide that, under certain circumstances, a foreign (out of state) business entity may not need to obtain a Certificate of Authority from the DOS. If “(3)” is selected in response to the previous question, indicate the circumstance(s) that the Vendor is not required to register with the DOS: (a) the Vendor’s sales are made only through an independent contractors; (b) the Vendor’s sales are made only through interstate commerce; or, (c) the Vendor shall conduct an isolated transaction that is completed within 30 days and is not one in the course of repeated transactions of a like nature.	☐ (1) Document #: ☐ (2) ☐ (3) ☐ (a) ☐ (b) ☐ (c)
3.3	Have a current SOC 2 Type 2 report? If Vendor does have a current report, Vendor will be expected to provide a copy of the report, as requested by Citizens, at a later point in the solicitation process.	☐ Yes ☐ No
3.4	Have a current ISO 27001 attestation? If the answer to 3.4 is No, If Vendor does have a current attestation, Vendor will be expected to provide a copy of the attestation, as requested by Citizens, at a later point in the solicitation process.	☐ Yes ☐ No
If the answers to 3.3 and 3.4 are both No, Vendor may be required to complete Citizens IT Security Questionnaire during the negotiation phase of this solicitation.		

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General Information:	
4.1	USA Headquarters' Address (if different than point of contact): Street: _____ City / State / Zip: _____ Year Founded (include mergers or acquisitions material to this date): _____ Employer or Federal Identification Number (EIN) / (FEIN): _____ DUNS Number - 9-digit identifier (leave blank if N/A): _____ CAGE Code 5-digit identifier (leave blank if N/A): _____
4.2	Do you have an active State Term Contract (STC), Alternate Contract Source (ACS) or General Services Administration (GSA) contract similar to the scope of services for this solicitation? If yes, provide an attachment with links to the contract(s). ☐ Yes ☐ No

By my signature below, I certify that I am an authorized representative of the Vendor named below and that all of the information provided above is true and complete to the best of my knowledge.

Name and Title

Vendor Name

Signature

Date