

**ITN 22-0015 Miscellaneous Property Inspection Products and Services
Attachment A - Vendor Certification Form**

Vendor Contact Information

Vendor Name: _____

Vendor Mailing Address: _____

City, State, Zip: _____

Primary & Alternate Contacts

Primary Contact Person: _____

E-Mail Address: _____

Telephone: _____ Cell Number: _____

Alternate Contact Person: _____

E-Mail Address: _____

Telephone: _____ Cell Number: _____

Vendor Diversity Information

Check (X) the appropriate box(es) below to declare Vendor's diversity category. If declaring as a VBE or MBE below, provide the current certification from the Florida Department of Management Services, Office of Supplier Diversity or provide the current certification from another governmental entity (federal, state or local).

Category & Description	Response
Florida Business Enterprise (FBE)	
Vendor must have or maintain its primary corporate/home office in Florida.	Yes
Florida Small Business Enterprise (FSBE)	
Vendor must have or maintain its primary corporate/home office in Florida and be a "small business" as defined by Section 288.703(6), Florida Statutes.	Yes
Veteran Business Enterprise (VBE)	
Vendor must be a "certified veteran business enterprise" as defined by Section 295.187(3)(a), Florida Statutes, or have a comparable certification from another government entity (federal, state or local).	Yes
Minority Business Enterprise (MBE). <i>If applicable, select all that apply:</i>	
Vendor must be a "certified minority business enterprise" as defined by Section 288.703(1), Florida Statutes, or have a comparable certification from another government entity (federal, state or local).	<div>African American</div> <div>Asian American</div> <div>Hispanic American</div> <div>Native American</div> <div>American Woman</div>

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Conflicts of Interest

Vendors must disclose whether they have any current or reasonably foreseeable conflict of interest involving Citizens by responding to each of the six statements in the boxes below.

- Select 'Yes' if a Potential Conflict of Interest exists or if you are uncertain whether a particular circumstance constitutes a Potential Conflict of Interest. ***If 'Yes' is selected, you must provide an explanation on a separate document and attach it to this form.***
- Select 'No' if a Potential Conflict of Interest does not exist.
- Select 'None Known' **only if** (i) it is unduly burdensome to discover the correct response for reasons such as Vendor's workforce is so large that it is unreasonable to ascertain whether any Potential Conflict of Interest exist, and (ii) you in fact have no knowledge of any Potential Conflict of Interest. ***If 'None Known' is selected, you must provide an explanation on a separate document and attach it to this form (the explanation must describe why it is unduly burdensome to answer Yes or No).***

Potential Conflict of Interest	Yes	No	None Known
1. Employment by Vendor of a current Citizens employee or Board member, or Relative of a current Citizens employee or Board member.			
2. Employment by Vendor of a former Citizens Senior Manager or Board member, or Relative of a former Citizens Senior Manager or Board member.			
3. Direct or indirect ownership of Material Personal Financial interest in the Vendor by a Citizens employee, Board Member, or Relative of a Citizens employee or Board Member.			
4. A past, present, or foreseeable payment or provision of anything of value by Vendor to a Citizens employee, Board Member, or Relative of a Citizens employee or Board Member that could reasonably appear to influence the employee's or Board Member's official actions or judgement.			
5. An unfair competitive advantage exists in favor of Vendor with regard to a Citizens contract for which Vendor is competing. An unfair competitive advantage exists when the vendor competing for award of a contract obtained either: (i) access to information that is not available to the public and which would assist the vendor in obtaining the contract, or (ii) source selection information that is relevant to the contract but is not available to all competitors and that would assist the vendor in obtaining the contract.			
6. Vendor, through any affiliates, subsidiaries, or other ongoing business relationships, has a potential or actual conflict between services that may be provided by Vendor to Citizens and the activities of the affiliate, subsidiary, or ongoing business relationship.			

Definitions:

Relative means father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

Senior Manager means the President; a person employed as an executive who directly reports to the President; the Chief Internal Auditor; the Inspector General; and any other person designated by Florida law to be a Senior Manager of the corporation.

Material Personal Financial Interest in a Vendor means any position as owner, proprietor, manager, partner (active or silent), officer, director, shareholder or beneficiary of such Vendor. A material personal financial interest does not, in most instances, pertain to ownership of a limited number of shares in publicly held firms, shares owned through a mutual fund, or personal bank accounts. However, direct or indirect ownership of more than five (5) percent of the total assets or capital stock of a Vendor constitutes a material personal financial interest in such Vendor.

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Public Records

All Vendor Replies are subject to Florida public record laws. Citizens must disclose a requested record to the public with limited exceptions. Disclosure protections are restricted to information classified as confidential and/or exempt under Florida Statutes (Protected Records). Refer to Section 3.3 Public Records of the ITN for further guidance. **Select ONE of the below:**

Vendor HAS NOT SUBMITTED a redacted version of its Reply. Therefore, Citizens may produce Vendor's full, complete, and non-redacted Reply without notice to Vendor.	
Vendor asserts that a portion of its Reply is confidential and/or exempt under Florida Public Records law. Therefore, Vendor HAS SUBMITTED a redacted version of its Reply. This redacted version contains Vendor's entire Reply. Vendor has only redacted the Protected Records. Citizens may produce this redacted version of Vendor's Reply without notice to Vendor.	

Authorized Representative Signature: The statements and certifications in this Form must be signed by an authorized representative of the Vendor who has knowledge of Vendor's operations and personnel sufficient to in good faith provide necessary disclosures on behalf of the Vendor. **By affixing my signature to this form, I hereby state that (A) I am an authorized representative of the Vendor named above, (B) all of the information provided above is true and complete to the best of my knowledge, (C) I have read the entire solicitation and its attachments, and (D) my organization and its principals agree to abide by all of the terms and conditions of the solicitation.**

Printed (Typed) Name: _____

Title: _____

Signature: _____

Date: _____