

**Santa Rosa County School Board**  
**RFP 21-11 Audiology Services**

**SANTA ROSA COUNTY SCHOOL BOARD**

Dr. Karen Barber, Superintendent of Schools

Purchasing Department  
6544 Firehouse Road  
Milton, FL 32570-3411

Phone (850) 983-5130

Website: <http://sites.santarosa.k12.fl.us/purchasing/>

The Santa Rosa County School Board solicits a submission as listed in this request for proposal. All terms and conditions below are a part of this proposal request, and no proposals will be accepted unless all these terms and conditions have been met, unless superseded by the proposal specification. Rights are reserved to reject any and all proposals and to waive technicalities. Proposals not submitted in accordance with this proposal request will be rejected.

**GENERAL TERMS AND CONDITIONS**

1. The Purchasing Department will be the point of contact for this proposal, unless otherwise noted in the proposal specifications. The Purchasing Agent regarding this proposal is **Wesley Pavlicek** and can be reached at: (850) 983-5130 or [Pavlicekw@santarosa.k12.fl.us](mailto:Pavlicekw@santarosa.k12.fl.us). ***Under no circumstances are the Superintendent of Schools, Board Members, School Administrators or any other School Board Employees to be contacted concerning this proposal until after award. Any such contact may result in proposal disqualification.***
2. Price, quality, specifications, payment discounts, warranty, travel time for warranty service, ability to provide service and time of guaranteed delivery will be the determining factors in the awarding of this proposal.
3. Proposal price shall be the delivered and unloaded price to the designated point according to the purchase order. \*\*\* Collect shipments will be refused \*\*\* No deposits or requests for pre-payment will be allowed.
4. Proposals may be awarded or rejected in whole or item by item, with rights being maintained to make joint awards if in the best interest of the district. The Santa Rosa County School Board will retain all copyright and patent rights that may be created by the contract resulting from this proposal. These rights are to include, but are not to be limited to written works, computer software and mechanical devices that are created as a requirement of this proposal.
5. Enough detail is given in the proposal to describe the item being requested, although not written, full manufacturer's specifications are implied. Manufacturer's specifications take precedent over information within this proposal if any discrepancy exists.
6. Any manufacturer's name, trade name, brand name, information and/or catalog numbers listed in a specification are for information only to describe and establish general quality levels, not to limit competition. Such references are not intended to be restrictive. The bidder may offer any brand for which authorized to represent, which meets or exceeds the specifications for any and all items. If proposals are based on equivalent products, indicate on the proposal form the manufacturer's name and number and indicate any deviations from the specifications. **IMPORTANT NOTE:** If offering an alternate, complete manufacturer's literature, giving full description of the alternate being offered, must be submitted. Failure to submit manufacturer's descriptive literature when offering an alternate can result in proposal rejection for failing to comply with proposal instructions. Any proposal lacking written indication of intent to quote an alternate brand will be considered and received as a proposal in complete compliance with the specifications as listed in the proposal. If upon receipt it is found not to meet specifications, payment will not be made and the item will be returned at the contractor's expense.
7. For Service and Term contracts, the board reserves the right to provide all services internally, and similar goods and services may be procured through a general contractor or other existing contract. The board also reserves the right to separately bid out large purchases of similar goods and services.
8. In the event more than one proposal is submitted for a line item, please indicate the alternate item by inserting "ALT" after the unit price.
9. To be considered all proposals must be submitted on the enclosed proposal form, properly signed by an authorized representative on the company placing the proposal, and delivery date stated.
10. In the event of an error in extending the total cost of an item, the total price submitted will prevail.
11. Proposals must be submitted electronically through BidNet Direct, located at <https://www.floridabidsystem.com> unless otherwise stated in RFP specifications. Proposals by telephone or fax will not be accepted.
12. The proposal opening shall be done publicly and at the time noted in the proposal specifications.
13. Tie proposals will be awarded to the bidder with the earliest postmark or if hand delivered, the earliest actual time noted or stamped on the envelope. It is the bidder's responsibility to insure the actual date and time are noted on the envelope.

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14. A notice of intended decision will be posted in the office of the Purchasing Director one week prior to award. A notice of intended decision will be furnished only to bidders who supply a self-addressed, stamped envelope with their proposal or by downloading from the purchasing department internet web site at <http://sites.santarosa.k12.fl.us/purchasing>. Bidders and interested parties may examine the proposal tabulations and files during normal business hours (public record) after proposals have been awarded.
15. Rights are reserved to purchase additional quantities at proposal price.
16. Based on School Board Policy [7.70 X](#), Direct Purchasing, the School District may elect to purchase materials and equipment included in a contractor's proposal directly from the supplier.
17. Payment will not be made until an order is completed in full.
18. The successful bidder will allow duly authorized representatives of the board, the Auditor General of the State of Florida, the Comptroller General of the United States, or other authorized representatives access to any books, documents, papers, and records of the bidder which are directly pertinent to this contract for the purpose of making audits, examinations, excerpts, and transcriptions.
19. When contract is federally funded, retention of all required records is to be for three years after grantees or sub grantees make final payments and all other pending matters are closed in accordance with [2 CFR 200.333](#).
20. Failure to file a protest within the time prescribed in Section [120.57\(3\)](#), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. All contact in this regard to be made exclusively with the Purchasing Department. In the event of litigation involving this contract, the venue shall be Santa Rosa County Florida. Arbitration will not be an acceptable means to resolve disputes.
21. Conflicts of interest as per [F.S. 287.057\(17\)](#):
  - a. The contractor must provide in writing any potential conflict of interest, real or apparent, to the School District. This could include, but is not limited to any School Board Member or employee holding an office in the contract company.
  - b. Any employee of the contractor that may have a conflict of interest in the proposal, real or apparent, must recuse themselves from the submission process.
  - c. Failure to disclose any potential conflict of interest could result in disqualification of the vendors proposal as a nonresponsive bid or termination of the contract for cause if the contract has already been awarded.
22. Notice of noncompliance per [2 CFR Appendix II to Part 200\(A\)](#) and [Florida Statute 287.058](#): should a contractor fail to fulfill obligations in part or whole of the contract award, the School Board will issue a Notice of Noncompliance to the contractor. The Notice of Noncompliance will detail the infraction(s), remedy(ies) and the date in which compliance must be met. Failure to correct the deficiencies after the issuance of the notice, the School Board will move to terminate the contract as outlined in paragraph 23 below.
23. Termination per [2 CFR Appendix II to Part 200\(B\)](#) and [Florida Statute 287.058](#):
  - a. The School Board may terminate an agreement, in part or in whole, for its convenience or the failure of the bidder to fulfill contractual obligations. The School Board shall terminate by delivering to the bidder a written Notice of Termination specifying the nature, extent and effective date of the termination. Upon receipt of the notice, the bidder shall:
    - i. Immediately discontinue all services affected (unless the notice directs otherwise).
    - ii. Deliver to the School Board all information, papers, reports and other materials accumulated or generated in performing the contract, whether completed or in progress.
  - b. If the termination is for the convenience of the School Board, the School Board shall only be liable for payment for services rendered before the effective date of the termination.
  - c. If the termination is due to the failure of the bidder to fulfill its obligations under the contract, The School Board may:
    - i. Require the bidder to deliver any work described in the Notice of Termination.
    - ii. Take over and prosecute the same to completion by contract of otherwise and the bidder shall be liable for any additional cost incurred by the School Board.
    - iii. Withhold any payments to the bidder for purpose of set-off or partial payment, as the case may be, of amounts owed by the School Board to the bidder.
  - d. In the event of termination for cause, the School Board shall be liable to the bidder for reasonable costs incurred by the bidder before the effective date of the termination. Any dispute shall be decided by the School Board's Director of Purchasing and Contract Administration.
24. (Service proposals only) Insurance required to be carried shall include:
  - a. Insurance
    - i. The Company shall furnish proof of the following insurance to the Board by Certificate of insurance.
    - ii. The Certificate of Insurance shall state that the School Board, including its agents and employees, are additional insureds under the policy or policies.
    - iii. The Company shall provide Certificates of Insurance to the District's Risk Manager at 6032 Hwy 90, Milton, FL, 32570 prior to the start of any work under this contract.

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- iv. The Companies insurers shall provide thirty (30) days advance written notice via certified mail in the event of cancellation of any insurance program required by this contract.
  - v. All insurance policies shall be issued by companies either of the following qualifications:
  - vi. The company must be (1) authorized by subsisting certificates of authority by the Department of Insurance of the State of Florida or (2) an eligible surplus lines insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of "A-" or better and a Financial Size Category of "VI" or better according to the latest edition of Best's Key Rating Guide, Published by A.M. Best company.
  - vii. With respect only to Workers' Compensation insurance, the company must be (1) authorized as a group self-insurer pursuant to Florida Statutes or (2) authorized as a commercial self-insurer fund pursuant to Florida Statutes.
  - viii. Workers' Compensation Insurance. The Company shall maintain Workers' Compensation coverage as required by Florida Statute 440, covering all Company employees employed in connection with this contract and Employers Liability Insurance with minimum limits of \$1,000,000 per occurrence.
  - ix. Comprehensive General Liability Insurance. The Company shall procure and maintain for the life of the contract/agreement, Comprehensive Liability Insurance, Broad Form, including Products and Completed Operations Liability. This policy shall provide coverage for death, bodily injury, personal injury, or property damage that could arise directly or indirectly from performance of the contract. The coverage must be on an occurrence form basis with minimum limits of \$1,000,000 per claim, \$1,000,000 per occurrence, combined single limit for bodily injury and property damage liability
  - x. Business Automobile Liability. The Company shall procure and maintain, for the life of the contract/agreement Business Automobile Liability Insurance with minimum limits of \$1,000,000 per claim, \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability. This coverage shall be on an "Any Auto" or "Comprehensive Form" policy. The coverage shall be on an occurrence form policy. In the event the Company does not own any vehicles, hired and non-owned coverage shall be provided in the amounts listed above.
- b. Indemnification / Hold Harmless
- i. Company shall indemnify the Santa Rosa County School Board and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the Board, its agents, officers, elected officials, employees and volunteers from and against all claims, actions, liabilities, losses (including economic losses), and costs arising out of any actual or alleged;
  - ii. Bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting there from, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the company or subcontractor, any directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable in performance of the work; or
  - iii. Violation of law, statute, ordinance, governmental administration order, rule or regulation by the company in the performance of the work; Liens, claims or actions made by the Company or any subcontractor or other party performing the work.
  - iv. The indemnification obligations hereunder shall not be limited to any extent on the amount, type of damages, compensation or benefits payable by or for the company or any subcontractor under workers' compensation acts, disability benefit acts, other employee benefit acts or any statutory bar.
  - v. Any cost or expense, including attorney's fees, incurred by the board to enforce the contract shall be borne by the company.

Direct all insurance inquiries to Risk Management (850) 983-5007.

- 25. Person or persons submitting a proposal who contends that all or part of the proposal, (record), is exempt from inspection and copying, shall state the basis of the exemption, (on the proposal document, in writing), that he or she contends is applicable to the record. This is to include the statutory citation to an exemption created or afforded by statute.
- 26. Other governmental agencies or governmental agencies which qualify under State Board of Education 6A-1.012 and Board of Governors regulation 18.001 may purchase from this bid if approved by the winning contractor.
- 27. In accordance with Florida Statute 1011.14, funding is subject to availability of appropriated funds.
- 28. **The Jessica Lunsford Act:** The Santa Rosa County School District reserves the right to refuse to accept services from any personnel deemed by the Santa Rosa County School District to be unqualified, disorderly, or otherwise unable to perform assigned work. This law, effective September 1, 2005, affects your business if you, your employees or your agents will have access to school grounds when students are present, have direct contact with students or have access to or control of school funds. A copy of House Bill 1877, which was approved by the Governor on May 2, 2005 (Chapter 2005-28, L.O.F., section 21) may be found by accessing the following link on the internet: [http://laws.flrules.org/files/Ch\\_2005-028.pdf](http://laws.flrules.org/files/Ch_2005-028.pdf). The requirements of this new law must be met in

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order for the School Board to continue working with you. The implementation procedures for this new law, as well as the amendment of July 2007, are posted on our website, at: <http://srcsdhumanresources.weebly.com/jessica-lunsford.html>

29. As per [Florida Statute 119.071](#) (Public Records) sealed proposals, proposals or replies received by an agency in response to a competitive solicitation shall be exempt from public inspection or copying until such time as the agency provides notice of an intended decision or until 30 days after opening the proposals, or final replies, whichever is earlier.
30. (Service Contracts Only) Pursuant to [Florida Statute 119](#), the contractor must follow all public records law.

**31. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850)983-5030, WestE@santarosa.k12.fl.us, OR 6032 HWY 90, MILTON, FLORIDA 32570.**

32. A contractor who fails to provide the public records to the School Board within a reasonable time may also be subject to penalties under [Florida Statute 119](#).
33. The School District has reviewed Florida State purchasing agreements and state term contracts.
34. (Online Software Services Only) The District takes the confidentiality and security of our student information very seriously. The contractor must adhere to the following:
- a. Maintain confidentiality of all data.
  - b. Use provided data only for the specified purpose.
  - c. Take all steps reasonably necessary to protect confidential information and to prevent confidential information from falling in to the public domain or into the possession of unauthorized persons.
  - d. Destroy or return all data to the District upon termination of the contract.
  - e. Encrypt the Data by SSL or other cryptographic method anytime it is transmitted electronically.
  - f. Sign the District's Data Disbursement Confidentiality Disclosure Agreement, yearly, which can be reviewed at this link: <https://www.santarosa.k12.fl.us/docsabc/> or sign the Student Privacy Pledge at <https://studentprivacypledge.org/>, in lieu of signing the confidentiality agreement, and remain a valid signatory.
  - g. Provide no-cost support for one of the following methods of federated Single Sign-On through our SSO platform ClassLink (classlink.com), excluding any Clever integration, if student or teacher login is required:
    - i. LTI 1.0 or higher
    - ii. OAuth 2.0
    - iii. SAML
    - iv. ADFS
  - h. Use [IMS Global OneRoster v1.1](#) REST API or accept OneRoster CSV files via SFTP using ClassLink Roster Server (<https://www.classlink.com/rosterserver/>), excluding any Clever handshakes, if student or teacher login is required and service requires rosters. OneRoster integration must use OneRoster enrollments data to create class structures and enroll students.
    - i. Automatically provision (create) accounts on first launch for services that do not require roster data.
35. Contractors must comply with the Equal Employment Opportunity provisions of [41 CFR Part 60](#). Except as otherwise provided under [41 CFR Part 60](#), all contracts that meet the definition of "federally assisted construction contract" in [41 CFR Part 60-1.3](#) must include the equal opportunity clause provided under [41 CFR 60-1.4\(b\)](#), in accordance with [Executive Order 11246](#), "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at [41 CFR part 60](#), "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
36. Contractors must comply with the Copeland "Anti-Kickback" Act ([40 U.S.C. 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The contractor is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. All suspected or reported violations will be reported to the Federal awarding agency.
37. Contract Work Hours and Safety Standards Act ([40 U.S.C. 3701-3708](#)). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a

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half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

38. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under [37 CFR §401.2 \(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
39. Contractors with awarded contracts in the amount in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401-7671q](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
40. Contractors with awarded contracts in the amount in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act as amended ([33 U.S.C. 1251-1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
41. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see [2 CFR 180.220](#)) will not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
42. Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#))—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

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**\*\*\* PROPOSAL SPECIFICATIONS \*\*\***

The Santa Rosa County School Board, Milton Florida, solicits your company to submit a proposal on “RFP 21-11 Audiology Services” as listed in this proposal request. All terms and conditions below are a part of this proposal request. No proposals will be accepted unless these terms and conditions have been met. Rights are reserved to reject any and all proposals and to waive technicalities. Proposals which are not submitted in accordance with this proposal request will be rejected.

**Term of Contract** - The contract resulting from this proposal shall be for a five (5)-year period, with the option to renew for (5) five additional (1) one-year periods, if funded, beginning on or about **December 10, 2021** and ending **December 09, 2026**. Either party may cancel the contract, without reason, with written notification. Cancellation must be in writing and received one hundred twenty (120) days prior to **December 9<sup>th</sup>** of each contract year. Silence from both parties will be considered as acceptance for another contract year at the same terms and conditions. This condition is not to preclude providing the lowest possible price based on current economic conditions. If economic conditions warrant a change in the conditions or terms of the contract, either party may exercise the cancellation privilege on the next anniversary date without prejudice. The resulting contract from this proposal may be canceled by the Santa Rosa County School Board, at any time, for the contractor’s failure to comply with proposal specifications. Funding for this proposal is subject to availability of appropriated funds. Invoices are to be broken down and detailed as per items listed on proposal form and will be audited for the length of this contract.

**Evaluation of Proposals** - A committee will review and rank proposals based on various factors, including but not limited to company history, qualifications, location, performance references, responsiveness and price. Presentations may be requested of the top ranked contractors. If necessary, the committee will enter into negotiations with the company that receives the number one ranking.

**Submission of Proposals** – All proposals must be submitted electronically through BidNet Direct portal only, located at <https://www.floridabidsystem.com> prior to **3:00 PM CST, November 12, 2021**. All documents requested shall be uploaded by the vendor to the BidNet Direct portal. Proposals submitted will be publicly reviewed in the Director of Purchasing and Contract Administrator’s office at **3:15 PM CST, November 12, 2021**, to be acknowledged and referred to the Purchasing Manager for tabulation and to the Committee for evaluation. The notice of intended decision will be posted by **4:00PM CST, December 02, 2021**. The contract award will be at the School Board meeting of **December 09, 2021**, or a later date if additional study is required. Those submitting proposals and interested parties are invited and encouraged to attend both the opening and award. Only the names of the companies submitting a proposal will be announced verbally at the RFP opening per Florida Statute 119.071.

Visit <https://sites.santarosa.k12.fl.us/purchasing/registration/intro.htm> to register with BidNet Direct in order to submit a bid for this solicitation.

The notice of intended decision will be posted by the Purchasing Department by **December 02, 2021, 4:00 PM CST** on the BidNet Direct portal and on the District website at <http://www.santarosa.k12.fl.us/purchasing>.

**Questions and Answers** – Questions are to be submitted electronically through the BidNet Direct portal no later than **November 04, 2021, 4:00 PM CDT**. Questions will be reviewed and those determined to be relevant to the RFP will be answered and posted by **November 05, 2021, 4:00 PM CDT** to the BidNet Direct portal.

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**SCOPE OF WORK**

1. Audiology Services

- 1.1. The Provider must hold a current license to practice audiology in the State of Florida.
- 1.2. The Provider will provide audiology services for the students of Santa Rosa County for a total of billable 760 hours.
  - 1.2.1. Two (2) eight (8) hour days per week for 46 weeks
  - 1.2.2. Four (4) additional six (6) hour days
  - 1.2.3. Services include, but not limited to the following:
    - 1.2.3.1. Provide full audiological evaluations at the Audiology Clinic and provide a full report to the parents and teachers.
    - 1.2.3.2. Provide Tympanometry and OAE evaluations
    - 1.2.3.3. Screen Pre-K students transitioning to Kindergarten
    - 1.2.3.4. Provide recommendations for audiological devices for student use in the classroom.
    - 1.2.3.5. Provide assistance with installation and troubleshooting portable classroom sound field systems
    - 1.2.3.6. Provide school visits to students within the Deaf and Hard of Hearing (DHH) ESE Program as needed and/or requested by supervisor
    - 1.2.3.7. Maintain inventory of ear level devices including but not limited to audio shoes, receivers, and mini mics.
    - 1.2.3.8. Advise and assist DHH teachers and program facilitator in audiology related services.
    - 1.2.3.9. Stay current and up to date in audiology research and trends within the educational setting.
    - 1.2.3.10. Perform minor repairs to personal hearing aids such as making earmold impressions, changing tubing and replacing batteries.
    - 1.2.3.11. Provide recommendations to parents and DHH teachers when new ear molds are needed for a student.
    - 1.2.3.12. Provide instruction to staff working with students using classroom sound field, ear level devices, teacher transmitters (microphones) and other devices as requested.

2. Invoicing

- 2.1. The Provider will submit an invoice to the Contract Manager [ESE Department (850) 983-5569] monthly billable hours, mileage and tolls. The invoice must include:
  - 2.1.1. A detailed daily log of hours worked each day.
  - 2.1.2. A detailed daily log of miles traveled each day.
  - 2.1.3. A detailed daily log of tolls each day with supporting copies of toll receipts.
- 2.2. Mileage will be invoiced at the current School District rate (currently set at \$.445) and tolls will be invoiced at cost.

3. Return of Funds

- 3.1. To return to the Board any overpayments due to unearned funds or funds disallowed pursuant to the terms of this contract that were disbursed to the Provider by the School District. The Provider shall return any overpayment to the Board within fifty-five (55) calendar days after either discovery or notification of the overpayment. In the event that the Provider or its independent auditors discovers an overpayment has been made, the Provider shall repay said overpayment within fifty-five (55) calendar days without prior notification from the Board. In the event that the Board first discovers an overpayment has been made, the Board will notify the Provider by letter of such finding.

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- 3.2. Requirements of Section 287.058, Florida Statutes:
  - 3.2.1. To submit bills for fees or other compensation for services or expenses in sufficient detail for a proper pre-audit and post-audit thereof.
  - 3.2.2. To provide units of deliverables, including reports, findings, and drafts to be received and accepted by the contract manager prior to payment.
- 3.3. To allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Provider in conjunction with this contract. It is expressly understood that substantial evidence of the Provider's refusal to comply with this provision shall constitute a breach of contract
4. If the Provider fails to do so, all right to payment is forfeited, and the Board will not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this contract may be withheld until all evaluation and financial reports due from the Provider and necessary adjustments thereto, have been approved by the Board.
5. Audits and Records
  - 5.1. To maintain books, records, and documents (including storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenue and expenditures of funds provided by the Board under this contract for a period of three (3) years, as per State of Florida General Records Schedule GS7 for Public Schools, after termination of this contract, or if an audit has been initiated and audit findings have not been resolved at the end of three (3) years, the records shall be retained until resolution of the audit findings.
  - 5.2. To assure that these records shall be subject at all reasonable times to inspect, review, or audit by state personnel and other personnel duly authorized by the board.
  - 5.3. To maintain and file with the Board such progress, fiscal inventory, and other reports as the Board may require within the period of this contract. Such reporting requirement must be reasonable given the scope and purpose of this contract.
6. Background Screening
  - 6.1. Provider will comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes by certifying that the Provider and all its employees who provide services under this contract have completed the background screening required by the referenced statutes and meet the standard established by the statutes. The Provider shall maintain the certification for review by designated school officials. The certification will be provided to the school in advance of the Provider providing any services on campus while students are present.
  - 6.2. The Provider will bear the cost of acquiring the background screening required by Section 1012.32, F.S. and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to Provider and its employees.
  - 6.3. Provider shall maintain a list of its employees who have completed background screening as required by the referenced statutes and meet the statutory requirements. Provider will update these lists if any employee listed fails to meet the statutory standards or new employees who have completed the background check and meet standards are added.
  - 6.4. Provider agrees that in the event the Provider or any employee who the Provider has certified as completing the background check and meeting the statutory standard then is convicted of any disqualifying offense, the Provider shall not permit said employee on school property.



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6.5. As required by the provisions of State Board of Education Rule 68 – 1.006(5), The Principles of Professional Conduct of the Education Profession in Florida and Florida Statutes, contractual personnel who have direct contact with students or who have access to or control of funds are required to self-report within forty-eight (48) hours to the Director of Student Services any arrests/charges involving the abuse of a child, the sale and/or possession of a controlled substance, or any disqualifying offense. Such notice shall not be considered an admission of guilt, nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment of a pretrial diversion program, or entering of a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.

**7. Safeguarding Information**

7.1. Not to use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with state regulations, federal regulations and Santa Rosa School Board’s policies except upon written consent of the recipient, or his responsible parent or guardian when authorized by law.

**8. Documents Required**

8.1. The following is a list of required documents to be submitted with your proposal. Your proposal and documents must be submitted using the BidNet Direct portal.

8.2. Proposal Form

8.3. Drug Free Workplace Form

8.4. Public Entity Crimes Form

8.5. Certification Regarding Lobbying Form

8.6. Conflict of Interest Certification Form

8.7. Business Proposal including:

8.7.1. A company history

8.7.2. A copy of the current Florida Certification as an Audiologist

8.7.3. References from at least three (3) clients

8.7.4. A brief summary of the service offered

8.7.5. Detailed pricing information, submit at least two pricing options, for example:

8.7.5.1. Hourly rate including the cost of mileage and tolls

8.7.5.2. Hourly rate excluding the cost of mileage and tolls