



Collier County
Public Schools

Purchasing

March 23, 2022

Capital City Consulting

Ron LaFace, Jr. Owner (ron@cccfla.com)
124 W Jefferson St
Tallahassee, FL 32301

Re: #20-110 Legislative Services (Renewal)

Collier County Public Schools (CCPS) has been under contract with your company for the referenced service/commodities for the past two years. CCPS would like to renew this contract for another year in accordance with the renewal clause in the agreement. If you fail to indicate renewal intentions or a mutual agreement of new terms cannot be reached, the contract may not be renewed with your company and/or may be placed out for bid at the end of your existing contract term.

Please indicate your intentions by checking/initialing the appropriate information as requested below.

I am agreeable to renewing the present contract under the same terms and conditions as the 2021-21 contract (tabulation from last year is attached).

I am agreeable to renew, at a discounted rate from the 2021-22 contract pricing. I have attached a concise and thorough breakdown of new terms for review.

I do not wish to renew the contract.

If you are agreeable to renewing the contract, then said renewal will be effective upon School Board/Purchasing approval, receipt of Purchase Order(s) for the renewal period, commencing **July 1, 2022, and ending June 30, 2023**, and the fulfillment of any Administrative Requirements.

Your prompt, urgent attention is requested. Please complete this form in full and return this letter, via fax to the Purchasing Department, (239) 377-0074 or via e-mail to: purchasing@collierschools.com with your response no later than **Tuesday, March 29, 2022**. If you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

David W. Nara
Senior Director, Financial Services, Purchasing

Acceptance:

3/23/2022

Signature/Date

Capital City Consulting, LLC

Contractor/Vendor

Ron LaFace, Jr., Owner

Printed Name and Title

Ron@cccfla.com

E-mail

(850) 222-9075

Phone #

E-Verify #/Information

Today's Learners • Tomorrow's Leaders



COLLIER COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT
5775 Osceola Trail
Naples, Florida 34109
(239) 377-0047

Contract Renewal Agreement - #20-110 Legislative Services

THIS RENEWAL AGREEMENT is entered into by and between the **School District of Collier County, Florida**, (dba Collier County Public Schools), hereinafter "CCPS" or "District" and Capital City Consulting, LLC hereinafter "Consultant". CCPS and the Consultant are hereinafter collectively referred to as the "Parties" to this agreement.

RECITALS

WHEREAS CCPS desires to renew the contract with the Consultant for professional and representational services before the Florida legislature, the Florida Department of Education, the State Board of Education and Florida Congressional offices as needed in order to appropriately advise the School Board and the District concerning matters pertaining to educational policy, legislative initiatives, educational funding, political strategy, and the status of given bills before the legislature and its committees. Consultant shall also provide lobbying services to assist the School Board and the District in pursuing its educational policy interests and objectives before the Florida legislature and related offices and departments as noted above.

WHEREAS Consultant desires to renew the contract with the School Board and the District for the services listed above.

WHEREAS the Parties entered into an agreement, attached hereto, as fully executed on June 17, 2020, for services to be provided for the period July 1, 2020 to June 30, 2021.

NOW, THEREFORE, in consideration of the mutual promises and understandings set forth in the executed contract, the parties hereto agree to renew contract at the same terms and conditions as well as the following supplemental conditions.

AGREEMENT

1. Conduct of Business:

Consultant will continue to comply with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and authority. Furthermore, Consultant will provide to CCPS, upon request, any applicable licenses, certifications, or other documents as described herein.

2. Contract Term & Renewal:

- a. The contract renewal agreement will be for the period July 1, 2021 to June 30, 2022 and be contingent upon the School Board approval.
- b. Contract may be renewed for an additional three (3) one-year terms upon mutual agreement of the Parties. Renewals are contingent upon satisfactory performance by the Consultant and School Board / District approval.

3. Compensation:

- a. CCPS shall provide sixty thousand dollars and no cents (\$60,000.00) as compensation for the duties and services provided.
- b. Payments will be made by CCPS to Consultant in four (4) installments throughout the term as follows:
 - (1) \$15,000.00 on or near July 15
 - (2) \$15,000.00 on or near October 1
 - (3) \$15,000.00 on or near January 1
 - (4) \$15,000.00 on or near April 1
- c. Payments will be made upon receipt of a proper invoice as submitted by the Consultant.

4. Conflict of Interest:

The Consultant shall complete as part of this renewal **Exhibit 1 – “Conflict of Interest Statement”** attached hereto and submit with execution of agreement.

5. Unauthorized/Illegal Aliens:

CCPS shall consider the employment by any vendor/contractor/consultant of unauthorized/illegal aliens in violation of Section 274A of the Immigration and Nationality Act. Such violation shall be cause for immediate termination of contract (s). The Consultant shall complete the attached **Exhibit 2 - “Contractor’s Affidavit Concerning Illegal Aliens”** and submit with execution of agreement.

6. Debarment:

All contractors/vendors receiving individual awards, using federal funds, and all subcontractors; certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. The Consultant shall complete the attached **Exhibit 3 - “Debarment Form”** and submit with execution of agreement.

7. Drug-Free Workplace Certification:

CCPS supports and encourages initiatives to keep the workplace of Florida’s suppliers and contractor’s drug free. If applicable, the Consultant shall sign and submit **Exhibit 4 - “Drug-Free Workplace Certification”**, attached hereto, to certify that it has a drug-free workplace program.

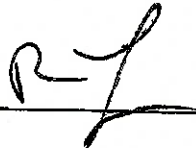
8. Entire Agreement:

This renewal agreement and original executed contract contain the entire agreement between the Parties. All prior negotiations between the Parties are merged in this Agreement, and there are no understandings or agreements other than those incorporated or referred to herein. This Agreement may not be modified except by an instrument in writing signed by both parties.

9. **Authorization:** CCPS and Provider represent and warrant that each person signing this document is duly authorized to do so and bind the respective party.

SIGNATURES:

CONSULTANT:



Signature

3/16/2021

Date

Ron LaFace, Jr.

Type or Print Name

Owner

Title

Capital City Consulting

Business/Company Name

850-222-9075

Phone

124 W. Jefferson St.

Address


Ron@cccfla.com

E-Mail

Tallahassee, Florida 32301

City, State, Zip

THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY, FL



Board Chair / Superintendent / Designee

4/13/21

Date



District General Counsel

3/23/21

Date

Exhibit 1 - Conflict of Interest Statement

I hereby certify that:

I, Ron LaFace, Jr. am the Owner

(Printed name)

(Title)

and the duly authorized representative of the firm of Capital City Consulting

(Name of Firm)

whose address is 124 W. Jefferson St. Tallahassee, Florida 32301
and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I do hereby disclose:

I. The name(s) of any company owner, officer, director, employee, or agent who is an employee of Collier County Public Schools¹ and/or is an employee of Collier County Public Schools² and owns, directly or indirectly, an interest of five percent (5%) or more of the provider.

N/A

AND/OR

II. The name of any provider owner, officer, director, employee, or agent who has a spouse or child that is an employee of Collier County Public Schools².

N/A

AND/OR

III. Any other provider owner, officer, director, employee, or agent, not listed above, of the firm who has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project.

N/A

1 - Please include the Collier County Public School department/site when listing a CCPS employee.

The above information is true and correct to the best of my knowledge.

Signature

3/16/2021

Date

Ron LaFace, Jr.

Printed Name

Capital City Consulting

Organization Name

State of: Florida

County of: Leon

Subscribed and sworn to before me this 16th day of March in the year 2021

by _____ who is personally known to me or has produced as identification.



(Seal)

NOTARY PUBLIC, signature

Breannah Goodson

PRINTED NAME

Commission#: HH 065591

Commission expires: 11/19/24

Exhibit 2 - Affidavit Concerning Illegal Aliens

The undersigned deposes and states that Capital City Consulting (Organization Name) complies with the provisions of Section 274A of the Immigration and Nationality Act; that Capital City Consulting (Organization Name) substantiates that all employees providing services or involved in any way on projects funded directly by or assisted in whole or part by state & grant funds or federal stimulus dollars can legally work in the United States and complies with the provisions of federal and state laws and will maintain such throughout the life of this contract. Any misrepresentation or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties up to five percent (5%) of the contract price, per violation, and immediate termination of the contract for all awarded sites.

R L
Signature

03/16/2021
Date

Ron LaFace, Jr.
Printed Name

Capital City Consulting
Organization Name

Owner
Title

124 W. Jefferson St. Tallahassee, Florida 32301
Address, City & State

State of: Florida

County of: Leon

Subscribed and sworn to before me this 16th day of March, in the year 2021

by _____ who is personally known to me or has produced _____ as identification.



(Seal)

Breannah L. Goodson
NOTARY PUBLIC, signature

Breannah Goodson
PRINTED NAME

Commission#: HH 065591

Commission expires: 11/19/24

Exhibit 3 - Debarment Form

CERTIFICATION REGARDING, DEBARMENT, SUSPENSION
INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 C.F.R. Part 85, Section 85.510, Participants responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160 - 19211).

***** BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE *****

1. The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Date: 3/16/21

Organization Name: Capital City Consulting LLC

Names & Titles of Authorized Representative(s):

[Signature]
Signature

Ron LaFace, Member
Printed Name & Title

Signature

Printed Name & Title

Signature

Printed Name & Title

State of: Florida

County of: Leon

Subscribed and sworn to before me this 16th day of March, in the year 2021

by _____ who is personally known to me or has produced _____ as identification.



[Signature]
NOTARY PUBLIC, signature

Breannah Goodson
PRINTED NAME

Commission#: HH 065591

Commission expires: 11/19/24

(Seal)

Exhibit 3 - Debarment Form Instructions

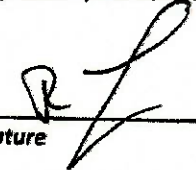
1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out herein per these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", "voluntarily exclude", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this Exhibit without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Non-Procurement List.
8. Nothing contained in the foregoing shall be construed to require the establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction may pursue available remedies, including suspension and/or debarment.

Exhibit 4 - Drug Free Workplace Certification

The consultant certifies that it has implemented and continues a drug-free workplace program, including but not limited to:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- b. Inform employees about the dangers of drug abuse in the workplace, the provider's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- c. Give each employee engaged in providing the commodities or contractual services that are under contract a copy of the statement specified in subsection (a).
- d. In the statement specified in subsection (a), notify the employees that, as a condition of working on the commodities or contractual services that are under contract, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- e. Impose a sanction on or require satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
- f. Make a good faith effort to continue to maintain a drug-free workplace through the implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above drug-free workplace requirements.



Signature

Ron LaFace, Jr.

Printed Name

Owner

Title

3/16/2021

Date

Capital City Consulting

Organization Name

124 W. Jefferson St. Tallahassee, Florida 32301

Address, City & State



THE SCHOOL DISTRICT OF COLLIER COUNTY
C/O Purchasing Department
 5775 Osceola Trail
 Naples, FL 34109
 (239) 377-0047

Contract # (Legal Dept.): 20-304 CCPS Use only		
Date: May 15, 2020		
<input checked="" type="checkbox"/> Blanket <input type="checkbox"/> Normal	Center	Req #
VENDOR # 23308	SHIP TO	SCHOOL/DEPARTMENT School & District Ops
FUND 100	FUNC 7200	OBJ 310 CTR 9429
PROJ LEGIS	BID/QUOTE # 20-110	

CONSULTANT NAME & ADDRESS:
 Capital City Consulting, LLC
 124 West Jefferson Street
 Tallahassee, FL 32301
 (850) 222-9075

CONSULTANT AGREEMENT

THIS AGREEMENT dated the 1st day of July, 2020, between The School District of Collier County, Florida (dba Collier County Public Schools (CCPS)) and Capital City Consulting LLC (CONSULTANT)

recite the following mutually agreeable terms between the parties:

1. **TERM:** The term of this Agreement shall begin on July 1, 2020 and shall terminate on June 30, 2021. However, upon recommendation of the Superintendent of Schools, this Agreement may be terminated with or without cause after thirty (30) calendar days' notification to the CONSULTANT. The CONSULTANT shall notify CCPS, in writing, at least sixty (60) calendar days prior to voluntarily severing or terminating this Agreement. In the event CCPS terminates the services of the CONSULTANT for convenience, CONSULTANT'S recovery against CCPS shall be limited to that portion of the compensation earned through the date of termination and the CONSULTANT shall not be entitled to any other or further recovery against CCPS, including but not limited to, damages or any anticipated profit on portions of the work not performed.
2. **DUTIES:** The CONSULTANT shall report to and coordinate activities with Valerie Wenrich (CCPS Administrator), who is responsible for the consultant's performance under this agreement. The specific duties shall be listed, in narrative form, and be attached to this agreement as **APPENDIX A**.
3. **COMPENSATION:**
 - a. CCPS shall provide \$ 60,000 as compensation for the duties detailed in **APPENDIX A**. Payments may be contingent upon completion of individual phases of the assignment and made in the amounts and phases set forth in **APPENDIX A**.
 - b. The CONSULTANT, upon completion of the specified duties, shall submit a proper invoice to: **CCPS C/O Business Services Department, 5775 Osceola Trail, Naples, FL 34109**,
 - c. CCPS shall issue payment within 30 days from the receipt of a proper invoice.
 - d. A current IRS W-9 form must be submitted and/or on file with CCPS prior to the execution of this agreement.
4. **EXPENSES:** CCPS shall not be liable or responsible for any expenses of the CONSULTANT. CCPS considers the compensation enumerated in Item 3 to be all inclusive. Any and all expenses such as travel, lodging, sustenance, materials, supplies and equipment necessary must be included into the daily rate or the engagement fee. CCPS is required by Internal Revenue Service regulations to report amounts paid to consultants and other service providers. CCPS does not accept any responsibility for apportioning amounts paid to reflect any expenses of the CONSULTANT. Furthermore, Consultant shall be responsible for all Federal and municipal taxes arising out of payment for his/her consultant services under this agreement.
5. **BENEFITS:** CCPS shall have no responsibility or obligation whatsoever for Workers' Compensation, Unemployment Compensation, life insurance, health care, retirement or any other benefit of or to the CONSULTANT. The CONSULTANT shall be considered to be an independent contractor without any rights afforded to an employee. The CONSULTANT shall also be expected to provide all insurance coverage necessary to protect the CONSULTANT and any employees or agents of the CONSULTANT.
6. **INJURIES:** The CONSULTANT acknowledges the CONSULTANT'S responsibility to obtain appropriate insurance coverage for the benefit of the CONSULTANT and his/her employees. The CONSULTANT waives any rights for recovery from or for any injuries that may be sustained while performing services under this agreement.
7. **BULLYING AND HARASSMENT:** Consultant agrees to abide by provisions of Board Policies 3362, 5517 and 5517.01 which proscribe any acts of harassment and/or bullying toward District students and District staff.
8. **INDEMNIFICATION:** The CONSULTANT agrees to indemnify and hold harmless CCPS from all claims, losses, expenses and fees including attorney fees costs and judgments that may be asserted that are the result of the acts or omissions of the CONSULTANT or the CONSULTANT'S employees or agents.
9. **ASSIGNMENT:** The CONSULTANT'S obligations under this Agreement may not be assigned or transferred to any other person, firm or corporation.

EXHIBIT A TO CONSULTANT PROFESSIONAL SERVICES AGREEMENT

1. Introduction:

Capital City Consulting, LLC ("Consultant") will undertake and provide the District School Board of Collier County ("the Board" or "the District") with professional and representational services before the Florida legislature, the Florida Department of Education, the State Board of Education and Florida Congressional offices as needed in order to appropriately advise the Board and School District concerning matters pertaining to educational policy, legislative initiatives, educational funding, political strategy, and the status of given bills before the legislature and its committees. These services shall also include lobbying services to assist the Board in pursuing its educational policy interests and objectives before the Florida legislature and related offices and departments as noted above.

II. Term of the Agreement and the Cost and Payment for Professional Consulting Services:

This agreement shall cover the period from July 1, 2020 – June 30, 2021. The cost for such services will be for \$60,000.00, and will be paid in four (4) installments as follows: (1) \$15,000.00 on July 1, 2020; (2) \$15,000.00 on October 1, 2020; (3) \$15,000.00 on January 1, 2021; and (4) \$15,000.00 on April 1, 2021.

III. Scope of Consultant's Professional Services:

- a. Identify, review, and analyze any and all State legislative bills, resolutions, or other matters related to the Florida legislative session affecting, or that may affect, the educational, programmatic, staffing, and related financial and budgetary interests of the Board and the District.
- b. Develop and implement strategies for the support, opposition, or amendment of pending legislation that may impact the District as well as the Board oversight and policy decision-making.
- c. Work with members of the Legislature, including House and Senate leadership, and the Executive Branch, to enhance their understanding and support of matters of importance to the District.
- d. Coordination with designated Board members and staff in the preparation, communication, and advocacy of the School Board's legislative program for 2021, for School Board approval and dissemination, including presentation to the Collier County Legislative Delegation.
- e. Periodic written and verbal reports as requested and scheduled for Board Members and staff.
- f. Distribution of "FYI's" from sources concerning state and federal issues to the district (Superintendent or designee) on a routine basis.

g. Arrangement of meetings requested by Board Members and staff with individual legislators including pre-session committee meetings during the calendar year.

h. Provide wrap-up session on results of any 2020 Special Sessions and the 2021 regular Florida session.

i. Tracking and reporting on activities of legislative and executive branches through June 2021.

j. In the event of any actual or perceived conflict of interest that might involve the foregoing matters with respect to clients that might be receiving similar services, Consultant will promptly notify the District and make every reasonable effort to resolve the issue and inform the Board accordingly.

k. Consultant shall provide assistance to designated district staff as part of legislative orientation for the 2021 session.

IV. District Duties and Responsibilities:

a. Designate primary point-of-contact for two-way communications to the Superintendent, School Board Members, and appropriate staff on legislative issues and materials.

b. Provide directory of key staff (phone/email) and after-hours contact numbers for possible use during the session.

c. Analyze and provide feedback (immediate during the session) on impact to the District of specific bills and appropriations proposals.

d. Provide the Consultant with information and questions with respect to any issue in which the District or the School Board may have specific concerns or interest.

e. Make payments to the Consultant in a timely manner as noted in Section II above.

Exhibit 1 - Conflict of Interest Statement

I hereby certify that:

I, Ron LaFace, Jr., am the Owner
(Printed name) (Title)
and the duly authorized representative of the firm of Capital City Consulting
(Name of Firm)

whose address is 124 W. Jefferson St. Tallahassee, Florida 32301
and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting. I do hereby disclose:

I. The name(s) of any company owner, officer, director, employee, or agent who is an employee of Collier County Public Schools¹ and/or is an employee of Collier County Public Schools² and owns, directly or indirectly, an interest of five percent (5%) or more of the provider.
N/A

AND/OR

II. The name of any provider owner, officer, director, employee, or agent who has a spouse or child that is an employee of Collier County Public Schools¹.
N/A

AND/OR

III. Any other provider owner, officer, director, employee, or agent, not listed above, of the firm who has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project.
N/A

1 - Please include the Collier County Public School department/site when listing a CCPS employee.

The above information is true and correct to the best of my knowledge.

Signature

3/16/2021

Date

Ron LaFace, Jr.

Capital City Consulting
Organization Name

Printed Name

State of:

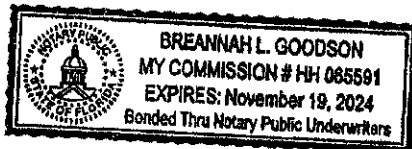
Florida

County of:

Leon

Subscribed and sworn to before me this 16th day of March in the year 2021

by _____ who is personally known to me or has produced _____ as identification.



(Seal)

Breannah Goodson
NOTARY PUBLIC, signature

PRINTED NAME

Commission#:

HH 065591

Commission expires:

11/19/24

Exhibit 2 - Affidavit Concerning Illegal Aliens

The undersigned deposes and states that Capital City Consulting (Organization Name) complies with the provisions of Section 274A of the Immigration and Nationality Act; that Capital City Consulting (Organization Name) substantiates that all employees providing services or involved in any way on projects funded directly by or assisted in whole or part by state & grant funds or federal stimulus dollars can legally work in the United States and complies with the provisions of federal and state laws and will maintain such throughout the life of this contract. Any misrepresentation or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties up to five percent (5%) of the contract price, per violation, and immediate termination of the contract for all awarded sites.

R L
Signature

03/16/2021
Date

Ron LaFace, Jr.
Printed Name

Capital City Consulting
Organization Name

Owner
Title

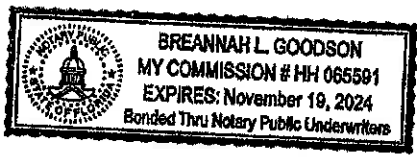
124 W. Jefferson St. Tallahassee, Florida 32301
Address, City & State

State of: Florida

County of: Leon

Subscribed and sworn to before me this 16th day of March, in the year 2021

by _____ who is personally known to me or has produced _____ as identification.



(Seal)

Breannah L. Goodson
NOTARY PUBLIC, signature

Breannah Goodson
PRINTED NAME

Commission#: HH 05591

Commission expires: 11/19/24

Exhibit 3 - Debarment Form

**CERTIFICATION REGARDING, DEBARMENT, SUSPENSION
INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 C.F.R. Part 85, Section 85.510, Participants responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160 - 19211).

***** BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE *****

1. The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Date: 3/16/21

Organization Name: Capital City Consulting LLC

Names & Titles of Authorized Representative(s):

[Signature]
Signature

Ron LaFace, Member
Printed Name & Title

Signature

Printed Name & Title

Signature

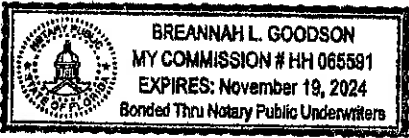
Printed Name & Title

State of: Florida

County of: Leon

Subscribed and sworn to before me this 16th day of March, in the year 2021

by _____ who is personally known to me or has produced _____ as identification.



(Seal)

[Signature]
NOTARY PUBLIC, signature

Breannah Goodson
PRINTED NAME

Commission#: HH 065591

Commission expires: 11/19/24

Exhibit 3 - Debarment Form Instructions

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out herein per these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
4. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", "voluntarily exclude", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this Exhibit without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Non-Procurement List.
8. Nothing contained in the foregoing shall be construed to require the establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction may pursue available remedies, including suspension and/or debarment.

Exhibit 4 - Drug Free Workplace Certification

The consultant certifies that it has implemented and continues a drug-free workplace program, including but not limited to:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- b. Inform employees about the dangers of drug abuse in the workplace, the provider's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- c. Give each employee engaged in providing the commodities or contractual services that are under contract a copy of the statement specified in subsection (a).
- d. In the statement specified in subsection (a), notify the employees that, as a condition of working on the commodities or contractual services that are under contract, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- e. Impose a sanction on or require satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
- f. Make a good faith effort to continue to maintain a drug-free workplace through the implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above drug-free workplace requirements.

Signature

Ron LaFace, Jr.

Printed Name

Owner

Title

3/16/2021

Date

Capital City Consulting

Organization Name

124 W. Jefferson St. Tallahassee, Florida 32301

Address, City & State