B.3 AVAILABILITY OF DOCUMENTS

The undersigned hereby gives assurance that the following documents are maintained in the administrative office of the provider and are accessible for review by the AAA.

a. Current Board Roster which provides names, terms of service, mailing addresses, phone numbers, and email addresses
b. Board meeting minutes
c. Articles of Incorporation and Corporate By-Laws
d. Nutrition Advisory Council By-Laws, meeting minutes and roster
e. Corporate fee documentation
f. Insurance and Bonding Verification
g. Staffing Plan (i.e. Position Descriptions, Pay Plan, Organizational Chart with staff names)
h. Personnel Policies Manual
i. Financial and Purchasing Procedures Manual
j. Operational Procedures Manual
k. Affirmative Action Plan
l. Targeting Plan and documentation of activities
m. Americans With Disabilities Act Assurances and Policies
n. Staff Development and Training Plan (i.e. schedule, agendas, handouts, sign-in sheets)
o. Unusual Incident File
p. Service subcontracts and subcontractor monitoring reports
q. Co Payment Policies and Procedures for CCE and ADI
r. Civil Rights Compliance documentation
s. Confirmation of successful completion of the Level II background screening of required staff
t. E-Verify Resolution
u. Volunteer documentation (i.e. hours, assignments, training plan)
v. Quality Assurance documentation (client satisfaction surveys and compiled results)
w. Safety/Licensure compliance (annual fire inspection reports of administrative offices and agency buildings with state general revenue funded services and licensure documentation if applicable.)
x. Interagency agreements
y. Conflict of Interest Policy
z. Current equipment inventory
aa. Documentation of match commitments
bb. Detailed documentation supporting contract expenditures and units of service
cc. Client files
dd. Subcontractor Affidavit of Compliance

CERTIFICATION BY AUTHORIZED AGENCY OFFICIAL:

I hereby certify that the documents identified above currently exist and are available for review upon request.

_____ _____

Signature Date

_____

Print Name and Title of Authorized Individual

CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

_____

Signature of Authorized Representative

_____

Date

Contract Terms and Conditions Affidavit

In the event _____,
(Name of Agency)

should be awarded a contract for the provision of services based on this Request for Proposals for Community Care for the Elderly (CCE) Lead Agency,

_____,
(Name of Agency)

agrees to abide by the terms and conditions of the model contracts and their respective attachments, including the billing and payment process.

_____
Signature of Authorized Representative

_____
Date

CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
CONTRACTS/SUBCONTRACTS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987, Federal Register (52 Fed. Reg., pages 20360-20369).

INSTRUCTIONS

1. Each Vendor whose contract/subcontract equals or exceeds $25,000 in federal monies must sign this certification prior to execution of each contract/subcontract. Additionally, Vendors who audit federal programs must also sign, regardless of the contract amount. Area Agency on Aging of North Florida, Inc. (“AAANF”) cannot contract with these types of Vendors if they are debarred or suspended by the federal government.

2. This certification is a material representation of fact upon which reliance is placed when this contract/subcontract is entered into. If it is later determined that the signer knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.

3. The Vendor shall provide immediate written notice to the contract manager at any time the Vendor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "debarred," "suspended," "ineligible," "person," "principal," and "voluntarily excluded," as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.

5. The Vendor agrees by submitting this certification that, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract/subcontract unless authorized by the Federal Government.

6. The Vendor further agrees by submitting this certification that it will require each subcontractor of this contract/subcontract, whose payment will equal or exceed $25,000 in federal monies, to submit a signed copy of this certification.

7. AAANF may rely upon a certification of a Vendor that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting/subcontracting unless it knows that the certification is erroneous.

8. This signed certification must be kept at the contractor's business location.

CERTIFICATION

(1) The prospective Vendor certifies, by signing this certification, that neither he nor his principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract/subcontract by any federal department or agency.

(2) Where the prospective Vendor is unable to certify to any of the statements in this certification, such prospective Vendor shall attach an explanation to this certification.

_____

Signature of Authorized Representative

_____

Date

Statement Assuring No CCE Funds Utilized in Development of RFP

To be completed by currently designated CCE Lead Agencies

I, _____, as an authorized representative of _____, certify that no funding received from the Area Agency on Aging for North Florida, Inc. including Community Care for the Elderly state grant revenue was used in preparing this Request for Proposal bid.

_____
Signature of Authorized Representative

_____
Date

Statement of No Involvement

I, _____, as an authorized representative of _____, certify that no member of this firm nor any person having interest in this firm has been awarded a contract by Area Agency on Aging for North Florida, Inc., on a noncompetitive basis to:

(1) Develop this Request for Proposal;

(2) perform a feasibility study concerning the scope of work contained in this RFP; or

(3) develop a program similar to what is contained in this RFP.

_____
Signature of Authorized Representative

_____
Date