



THE SEMINOLE TRIBE OF FLORIDA, INC.
REQUEST FOR PROPOSAL

Solicitation No.: RFP 44-2025

Title: Audit Services (Hollywood)

Description: The Seminole Tribe of Florida, Inc. (STOFI) is requesting proposals from qualified contractors to provide financial audit services at the Hollywood Reservation.

Solicitation Release Date: August 13, 2025

Deadline for Questions*: August 20, 2025 @ 5:00 PM (ET)

Proposal Due Date: August 29, 2025 @ 5:00 PM (ET)

Contact Person(s)*: To: MarianJamaleddine@semtribe.com
Cc: BidSubmissions@semtribe.com
Contact instructions are detailed in Section IV, Paragraph 1.

*ALL QUESTIONS/INQUIRIES/COMMUNICATION MUST BE DIRECTED IN WRITING TO THE CONTACT PERSON(S).
FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFICATION OF AN AWARD UNDER THIS SOLICITATION.

SECTION I – GENERAL INFORMATION

1. **BACKGROUND**

The Seminole Tribe of Florida (hereinafter the “TRIBE”) is a federally recognized Indian Tribe organized pursuant to Section 16 of the Indian Reorganization Act of 1934, as amended, 25 U.S.C. §5123. There are six (6) Seminole Indian Reservations in the State of Florida in Big Cypress, Brighton, Hollywood, Immokalee, Tampa, and Fort Pierce. Tribal Headquarters are located on the Hollywood Reservation in an urban environment in the Greater Fort Lauderdale/Hollywood, Florida area. Satellite offices are located on each of the other reservations or trust land. The TRIBE also maintains off-reservation offices in Naples, Fort Pierce, Hollywood, and Miami.

The TRIBE provides various governmental services to its members and residents of its reservations similar to those services provided at the municipal or county level. Examples of such services include, but are not limited to, public works, recreation and elder services programs, police, fire, and EMS services. The TRIBE also maintains health and dental clinics, an education program, preschools and schools, a museum, two rodeo arenas, etc. In addition to governmental services, the TRIBE and the Seminole Tribe of Florida, Inc. (hereinafter “STOFI”) also are engaged in various business activities including real estate, agriculture, tourism, manufacturing, gas station/convenience stores, and sales.

STOFI is a for profit Section 17 federal corporation, as authorized by the Indian Reorganization Act (IRA) of 1934. STOFI was established in 1957. As structured, STOFI has the same tax-exempt status of the TRIBE therefore it is immune to federal income tax regardless of where the income is generated.

Additionally, STOFI has the ability to limit sovereign immunity protections consistent with our governing documents to facilitate business transactions while not waiving sovereign immunity of the TRIBE. This allows the Board of Directors flexibility to conduct necessary business independent of the TRIBE.

Over the years, STOFI has developed a diverse portfolio of businesses that has set the groundwork for economic sustainability. The Board continues to expand its business enterprises and has a renewed focus on ensuring that each business is profitable. Many of the enterprises are located within the six (6) Tribal communities to provide quality jobs, services, and products to the TRIBE but also to the surrounding communities.

For additional information, you may visit STOFI’s website at: <https://stofinc.com/>

The terms “Vendor” and “Bidder,” are used interchangeably in this document to refer to respondents of this RFP. The term “Contractor” is used in this document to refer to the awarded vendor(s).

2. ADDITIONAL ITEMS AND SERVICES

STOFI may require additional items or services of similar nature, but not specifically listed in this solicitation. The selected CONTRACTOR(s) agrees to provide such items or services, and shall provide STOFI prices on such additional items or services based upon a formula or method that is the same or similar to that used in establishing the fees as a result of this solicitation. If the fees offered are not acceptable to STOFI, and the situation cannot be resolved to the satisfaction of STOFI, STOFI reserves the right to procure those items or services from others.

CONTRACTOR shall work cooperatively, when required, with any additional parties from which these services are obtained.

3. FRAUD AND MISREPRESENTATION

Any individual, corporation, or other entity that attempts to fulfill the requirements of this solicitation through fraud, misrepresentation, or material misstatement may be deemed non-responsible and such individual, corporation, or other entity's qualification may be null and void.

4. CONFIDENTIALITY / NON-DISCLOSURE

BIDDER shall treat any information contained in this solicitation (or accumulated through other written or oral communication with STOFI) as confidential information. Any information provided by STOFI to BIDDER in this solicitation is to be used solely to permit BIDDER to reply to the solicitation and BIDDER shall make no other use of the information, inclusive of sharing the information with corporate affiliates and subsidiaries without the prior written consent of STOFI. BIDDER shall hold the information contained in this solicitation in strict confidence and the information obtained will not be disclosed to any third-party, vendor affiliate, or subsidiary, without STOFI's prior written consent.

The awarded CONTRACTOR(s) will be required to enter into a Mutual Confidentiality and Non-Disclosure Agreement (MNDA) with STOFI.

5. NON-EXCLUSIVITY

It is expressly understood that contractor selection does not grant CONTRACTOR an exclusive privilege to provide STOFI any or all of the goods and/or services that are the subject of this solicitation. STOFI reserves the right, as deemed in its best interest, to perform or cause to be performed the provision of the goods and/or services, or any portion thereof, herein described in any manner it sees fit, including but not limited to award to multiple contractors, and contract with other contractor(s) for the provision of goods and/or services similar or identical to those that are the subject of this solicitation.

6. DISCLOSURE

BIDDER responding to this solicitation must disclose in detail any current or past relationships with the TRIBE, Seminole Gaming, and/or STOFI and their employees.

7. ADDENDA / REVISIONS TO SOLICITATION

If it becomes necessary to revise or clarify any part of this solicitation, STOFI will modify this solicitation by issuance of written addenda. All addenda will clearly be marked as such and shall become part of the solicitation documents.

8. BUDGET

Should the highest scoring bidder have submitted a pricing proposal that is in excess of the allocated and approved budget, as defined by STOFI, STOFI reserves the right to enter into negotiations with the highest scoring bidder. If STOFI and the highest scoring bidder cannot agree upon an acceptable project budget, STOFI will move on to the next highest scoring bidder and, if necessary, enter into negotiations. STOFI reserves the right to continue this process until a bidder is awarded, which meets the requirement(s) of STOFI's allocated and approved budget.

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SECTION II – SCOPE OF WORK

1. PROJECT DETAILS

Details regarding this scope of work, including CONTRACTOR responsibilities, technical requirements, term/duration, etc., are available for BIDDER's review via *Attachment A – Scope of Work*. Bidders are expected to review this document in full to become familiar with the Scope of Work.

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SECTION III – QUALIFICATIONS REQUIREMENTS

1. GENERAL QUALIFICATIONS

Proposals shall be considered only from bidders normally engaged in performing the type of work specified in this solicitation. BIDDER must have adequate organizational resources, facilities, equipment, and personnel to ensure prompt and efficient service to STOFI.

At a minimum, qualifying proposals shall demonstrate that BIDDER possesses the qualifications necessary to provide high-quality services. To ensure BIDDER is capable of providing an acceptable level of service to STOFI, BIDDER shall meet the following minimum qualifications:

- Be the prime contractor and will not subcontract out any work or partner with another firm.
- Hold a current Certified Public Accountant (CPA) license set by the American Institute of Certified Public Accountants (AICPA) and administered by the National Association of State Boards of Accountancy (NASBA).
 - BIDDER must provide copies of any appropriate certifications.
 - CONTRACTOR must ensure all appropriate certifications are kept current during the period of performance of the work.
- Have a minimum of ten (10) years of experience in providing similar services.
- Maintain a fully equipped organization capable, technically and financially, of performing the work required, and has performed similar work in a satisfactory manner.
- Carry and maintain adequate insurance consistent with the requirements listed in *Attachment B – Insurance Requirements*.
- Meet any other requirements outlined in this solicitation.

2. QUESTIONS

- Questions must be submitted to the Contact Person(s) in writing by the Deadline for Questions to receive a formal written response via an official addendum.

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SECTION IV – SUBMISSION REQUIREMENTS & INSTRUCTIONS

1. CONTACT PERSON(S)

Responses to this solicitation, in addition to all questions, inquiries, and communication, must be routed through:

CONTACT PERSON	
Name:	Marian Jamaledine
Email:	To: MarianJamaledine@semtribe.com Cc: BidSubmissions@semtribe.com
Phone:	O: (954) 966-6300 x11192 C: (954) 237-9621

Cone of Silence: Bidders shall not contact any other employee of the TRIBE or STOFI for information with respect to this solicitation. Any violation of the restriction imposed above regarding correspondence may constitute grounds for rejection of a response at any time.

2. SUBMISSION REQUIREMENTS

BIDDER must include the items listed below as part of their submission to be considered for award:

- Attachments & Exhibits Checklist – BIDDER must initial next to each attachment and exhibit listed in the two (2) tables in Section IV, Paragraph 4, to confirm BIDDER's submission includes each applicable completed form.
- All required exhibits according to Section IV, Paragraph 4 of this solicitation.

Failure to submit all information may result in disqualification or lower ranking due to not meeting these requirements.

Required Attachments and Exhibits provided to BIDDER by STOFI shall not be altered by BIDDER and shall only be filled-in as instructed by STOFI, unless otherwise instructed by STOFI. Bids which include altered files may be disqualified, as determined by STOFI.

3. SUBMISSION INSTRUCTIONS

Electronic submissions in response to this solicitation must be emailed to the Contact Person(s) listed in Section IV, Paragraph 1 by the Proposal Due Date and time detailed in this solicitation.

- The TRIBE and STOFI has an email size limit of 15MB per email. Larger files should be split into 15MB emails and sent separately.
- Physical correspondence, flash drives, or any other physical media shall not be accepted. Links to file sharing websites or portals will not be accepted.

The Subject Line of all emailed correspondence from BIDDER regarding this solicitation will follow the format shown below:

- Subject Line: RFP 44-2024 – [BIDDER’s Company Name]
 - If there are multiple emails for your submission, please number them sequentially in the following manner to ensure all emails are received: Submission 1 of 3, Submission 2 of 3, Submission 3 of 3, etc.

Submissions must be clear, concise, organized, legible, and easy to read and navigate. Submissions may be returned to BIDDER and required to be reorganized and resubmitted. Submissions which are deemed by STOFI to be illegible or unintelligible may be disqualified.

All parts, pages, figures, and tables should be numbered and labeled clearly. If submitting separate files, the File Name of each submitted attachment and exhibit must include the assigned letter; for example, *Exhibit A*’s File Name must state, at a minimum, “Exhibit A.” BIDDER may include additional information in the File Name, if needed.

In order to fairly evaluate all responses, bidders should not include additional information other than what is asked to be provided. This includes any information related to BIDDER’s organization that was not specifically asked to be provided.

4. ATTACHMENTS & EXHIBITS

BIDDER must initial next to each Attachment and Exhibit listed in the tables below to confirm BIDDER reviewed all Attachments and submitted all required Exhibits.

Please note, Attachments are reference documents which require BIDDER’s review. Exhibits are documents which BIDDER must provide or complete and sign, according to the instructions specified by STOFI in the “Submission Instructions” below.

4.1. ATTACHMENTS:

Attachment	Description	Submission Instructions	BIDDER’s Initials
Attachment A	Scope of Work	Review information. Initial in next cell to confirm this document has been reviewed. No further action needed.	
Attachment B	Insurance Requirements	Review information. Initial in next cell to confirm this document has been reviewed. No further action needed.	
Attachment C	Sample Service Agreement	Review information. Initial in next cell to confirm this document has been reviewed. No further action needed.	

4.2. EXHIBITS:

Exhibit	Description	Submission Instructions	BIDDER's Initials
Exhibit A	Schedule of Values	Review all tabs and fill-in required information. Sign and submit.	
Exhibit B	Proposal Form	Complete, sign, and submit. The Total should be the BIDDER's base bid, and should not include optional/add-on services, unless specifically requested by STOFI to include.	
Exhibit C	Qualification Questionnaire	Complete and submit.	
Exhibit D	Contractor Certification Regarding Debarment and Suspension	Complete, sign, and submit.	
Exhibit E	Non-Collusion Affidavit of Prime Bidder	Complete, sign, and submit.	
Exhibit H-1	List of Recently Completed Projects and Contract Amounts	Complete, sign, and submit.	
Exhibit H-2	List of Past Experience with the Tribe	Complete, sign, and submit. If no past experience with the TRIBE, please note, sign, and submit.	
Exhibit I	List of References	Complete, sign, and submit.	
Exhibit J	Proposed Sample Service Agreement Exceptions	Complete, sign, and submit. Redlines will be considered. The TRIBE reserves the right to reject any/all requested edits. Excessive edit requests may be deemed cause for disqualification.	
Exhibit K	Firm Certification	Complete, sign, and submit.	
Exhibit L	Drug-Free Workplace Form	Complete, sign, and submit.	
Exhibit M	Cover Letter & Executive Summary	To be submitted by BIDDER as described below: 1. A cover letter, including BIDDER's name, address, phone number(s), and email,	

Exhibit	Description	Submission Instructions	BIDDER's Initials
		<p>along with the signature of BIDDER's authorized representative; and</p> <p>2. An executive summary, including a brief company overview.</p> <p>This file must be clearly labeled as the appropriate exhibit in BIDDER's submission.</p>	
Exhibit N	Compliance Documents	<p>To be submitted by BIDDER as described below:</p> <ol style="list-style-type: none"> 1. A signed copy of BIDDER's existing W-9; 2. A copy of BIDDER's Certificate of Insurance; 3. A copy of licenses, certificates, or registrations, as defined in this solicitation; and 4. A copy of BIDDER's Florida Certificate of Authority or Florida Business Tax Receipt to prove authority to do business in the State of Florida. If incorporated elsewhere, similar document(s) from other state is acceptable. <p>This file must be clearly labeled as the appropriate exhibit in BIDDER's submission.</p> <p>If BIDDER does not have an existing signed W-9, BIDDER may request a W-9 template from the Contact Person(s).</p>	
Exhibit O	Professional Qualifications	To be submitted by BIDDER as described below:	

Exhibit	Description	Submission Instructions	BIDDER's Initials
		<ul style="list-style-type: none"> Professional qualifications detailing BIDDER's experience, resources, qualification, capabilities, and past performance in providing this type of service. Must illustrate BIDDER's capability to perform the full scope of services. <p>This file must be clearly labeled as the appropriate exhibit in BIDDER's submission.</p>	
Exhibit P	Proposed Methodology	<p>To be submitted by BIDDER as described below:</p> <ul style="list-style-type: none"> A written summary detailing the proposed approach and methodology for providing these services. A project plan/timeline which takes into account the key dates referenced in <i>Attachment A – Scope of Work</i>. <p>This file must be clearly labeled as the appropriate exhibit in BIDDER's submission.</p>	
Exhibit Z	Acknowledgement of Receipt of Addenda	Complete, sign, and submit form <u>ONLY</u> if an addendum has been issued.	

5. PRICE

Prices stated in proposal responses to this solicitation shall remain fixed and firm for all services to be performed for a minimum period of one hundred and eighty (180) calendar days from the Proposal Due Date.

6. POST SUBMISSION

Any price adjustments after proposal submission must be requested in writing and approved STOFI.

BIDDER may be required to clarify items related to their submission, which may include but not be limited to verifying submitted information and confirming comprehension of the full requirements of the Scope of Work, and is expected to be responsive. Bidders deemed by STOFI to be unresponsive may be disqualified.

BIDDER may be required to submit and/or sign additional documentation, forms, exhibits, etc. after the Proposal Due Date and before the resultant agreement is drafted as a continuation of the solicitation requirements and/or as part of the vendor registration process. Should BIDDER be unable or unwilling to satisfy this requirement, BIDDER may be disqualified.

STOFI reserves the right to negotiate any and all submitted pricing, payment terms, warranties, etc. with the BIDDER or selected CONTRACTOR during the evaluation process, drafting phase of the resultant agreement, and/or at a time otherwise determined by STOFI.

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SECTION V – EVALUATION & SELECTION

1. EVALUATION CRITERIA

STOFI will conduct a comprehensive, fair, and impartial evaluation of all proposals received in response to this solicitation.

STOFI shall evaluate all submissions in the order listed below:

- On-time and complete submission (with all required documentation)
- License requirements
- Projected completion date and lead time
- Previous performance at a satisfactory level
 - STOFI reserves the right to eliminate any submission should BIDDER have evidence of previous poor or unsatisfactory performance for similar or dissimilar services performed for STOFI or other companies.
- Statement of Qualifications or Qualification Questionnaire
- Current and pending workload with STOFI performing similar and dissimilar services, and capability to take on additional responsibilities without negatively impacting existing opportunities
- Any other relevant factors, as listed in the solicitation
- Pricing versus the market
 - Pricing will be listed from lowest price to highest price for all bidders whose submission meets the minimum requirements listed above

The applicable bid(s) will be eliminated if any of the following apply:

- Any criteria or requirements are incomplete
- Any criteria or requirements are not met
- The required schedule cannot be met
- Any other relevant factor(s) are not met, as determined by STOFI

The remaining bid(s) will be evaluated based upon the evaluation criteria identified in the table below and an awardee(s) will be determined:

Evaluation Criteria	Points
<u>Profile:</u> Evaluation of the firm's background, including years in business, and organizational structure.	25
<u>Qualifications:</u> Firm's resources, qualifications, capabilities, relevant experience, and past performance in providing this type of service.	25
<u>Proposed Methodology:</u> Project approach and project plan/timeline plan.	25
<u>Pricing:</u> Pricing against market pricing and industry standards.	25

Evaluation Criteria	Points
Total Possible Score:	100

The bidder(s) with the best overall score will be the apparent awardee(s), pending final review and satisfaction of all requirements regarding the qualifications and documentation. STOFI may select one (1) respondent or multiple respondents to provide the solicited services by opting to award based on the highest scored bid per category, location, service type, etc. STOFI reserves the right to split award in its sole discretion.

This solicitation and selection process shall in no way be deemed to create a binding contract, agreement, or offer of any kind between STOFI and any entity. If STOFI selects a CONTRACTOR(s) to provide the services described in this solicitation, any legal rights and obligations between the successful CONTRACTOR(s), if any, and STOFI will come into existence only when an agreement is fully executed by the parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the agreement and any other documents specifically referred to in that agreement and executed by the parties.

2. RIGHT TO RESCIND AWARD

The awarded CONTRACTOR(s) will be required to enter into a formal agreement for these services after award. STOFI prepared a sample of its Service Agreement, attached as *Attachment C – Sample Service Agreement* which is incorporated into this solicitation package. STOFI expects the awardee to suggest minimal revisions to this agreement.

STOFI reserves the right to rescind an award should the awardee be considered, in STOFI's sole opinion, to be inflexible in its agreement negotiations.

3. SEMINOLE TRIBAL AND STOFI OWNED BUSINESS PREFERENCE

The TRIBE encourages its Seminole Tribal Member vendors and STOFI owned businesses to bid on goods and services through the competitive bidding process and will give preference to qualified Seminole Tribal Member and STOFI owned businesses/entities certified by the TRIBE.

In all cases, the Seminole Tribal Member owned business/entity or STOFI owned business/entity must be qualified for the applicable Scope of Work and must be able to demonstrate that the individual or business/entity has the skills and abilities to perform requested tasks in an acceptable manner.

Should bidders or prospective bidders have any questions related to Seminole Tribal Preference, please reach out to the Contact Person(s) listed in this solicitation.

4. HOW SEMINOLE TRIBAL PREFERENCE IS APPLIED

The following preference rules do not apply to projects over Five Million Dollars (\$5,000,000.00) in value.

For solicitations where the criteria for award or qualification is based on a quantitative scoring analysis, the following Seminole Tribal Preference rules shall apply whether the business/entity is 51% Seminole Tribal Member owned or higher:

- An additional five percentage (5%) points will be allocated to the final combined scoring average/total for each Seminole Tribal Member and STOFI owned business/entity.

5. VENDOR APPLICATION AND REGISTRATION PROGRAM

Because the TRIBE is engaged in Indian tribal gaming in accordance with the Indian Gaming Regulatory Act and the regulations promulgated by the National Indian Gaming Commission, the TRIBE cannot engage in significant transactions with individuals or business entities whom, because of past or continuing activities, associations, or reputation, might bring discredit to the TRIBE and its gaming operations. Thus, the TRIBE has adopted a program whereby it reviews significant transactions and the persons or entities involved with those transactions to assure compliance with all applicable laws and regulations relating to gaming.

If not already an approved and registered vendor with the TRIBE, the highest scoring or lowest-priced vendor(s) will be required to submit a completed and fully executed Vendor Application and Registration Form to the TRIBE's Purchasing Department. The highest scoring or lowest-priced vendor(s) shall not initiate this process until requested by the TRIBE's Purchasing Department.

Upon successful completion of an investigation into the past and current activities, associations, and reputation of the applicant, the TRIBE will assign a vendor number and the vendor will be added to its Master Vendor File. The TRIBE may not enter into any business transactions with any vendor whose name does not appear on its Master Vendor File.

Should the highest scoring or lowest-priced vendor(s) be unresponsive or unable to successfully complete the vendor registration process, the TRIBE reserves the right to halt the vendor registration process with the highest scoring or lowest-priced vendor(s) and move onto the next highest scoring or lowest-priced vendor(s). Should the next highest scoring or lowest-priced vendor(s) be unresponsive or unable to complete the vendor registration process, the TRIBE will continue to halt the vendor registration process and move onto the next highest scoring or lowest-priced vendor(s) until a vendor(s) is successfully registered.

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ATTACHMENT A**SCOPE OF WORK****1. INTRODUCTION**

The Seminole Tribe of Florida, Inc. is seeking proposals from qualified independent Certified Public Accounting to perform the annual financial audit and related services for the fiscal year ending September 30 in accordance with the specifications listed in this solicitation.

2. PROJECT DETAILS

The CONTRACTOR shall conduct an audit of STOFI's financial statements in accordance with:

- Generally Accepted Auditing Standards (GAAS)
- Generally Accepted Accounting Principles (GAAP)
- Government Auditing Standards
- Uniform Guidance (Single Audit)
- Governmental Accounting Standards Board (GASB)

2.1. CONTRACTOR RESPONSIBILITIES AND REQUIREMENTS:

- CONTRACTOR shall utilize a trained, experienced, and independent team of experts that will be able to understand the unique nature and intricacies of STOFI's structure in order to provide these services.
- CONTRACTOR shall provide guaranteed audit quality by voluntarily subjecting their work for "Peer Reviews" and/or by maintaining memberships in the American Institute of Certified Public Accountants (AICPA) or similar professional groups.
- CONTRACTOR shall be a reliable partner that will help make the TRIBE's consolidated auditing efficient.

3. KEY DATES

STOFI has listed its Key Dates below. The awarded CONTRACTOR shall be staffed and have resources allocated to meet these key completion dates with acceptable deliverables. A tentative timeline of the audit process includes the following:

- Audit planning begins in late December of each year.
- STOFI will provide all necessary information to auditors in January through February of each year.
- Firm completes audit and all tasks by no later than March 31 of each year.

BIDDER's proposals must include a project plan in their *Exhibit P – Proposed Methodology*, which takes into account these key dates, which will allow STOFI to evaluate BIDDER's ability to meet the project requirements.

4. MILESTONES AND DELIVERABLES

CONTRACTOR shall provide the following:

- Guidance on accounting, internal controls, and compliance matters, as needed.
- Perform a single audit under Uniform Guidance on an annual basis.
- An independent auditor's report on the financial statements.
- Management letter with findings and recommendations.
- Reports required for federal and state funding and regulatory agencies.
- Present audit results to STOFI's Board of Directors and Finance Department.
- An audit timeline prior to the beginning of the audit process including, but not limited to, the following:
 - Inventory observation (September 30 is the last day of STOFI's fiscal year)
 - Interim audit fieldwork and audit requests
 - Year-end audit fieldwork and audit requests
 - Auditor's opinion letter
 - Exit conference

5. OPTIONAL ITEMS AND SERVICES

- The services described herein shall be provided for a fixed fee, inclusive of all labor, materials, travel, and associated costs.
 - No hourly billing shall apply.
- Any additional services outside of the defined Scope of Work may require a separate agreement or amendment to the agreement.

6. LOCATION OF SERVICES

The services described in this solicitation can be completed remotely and/or at the locations identified below:

6300 Stirling Road
Hollywood, FL 33320

On-site work may be permitted with prior approval from STOFI. Travel costs, time, and expenses shall be included in the pricing and are not billable separately.

7. PERIOD OF PERFORMANCE

The estimated term of the resultant agreement for the audit services is up to five (5) years, with option to extend for two (2) or more years for additional annual audits at STOFI's discretion.

ATTACHMENT B

INSURANCE REQUIREMENTS

The TRIBE reserves the right to modify the insurance requirements listed in this solicitation, as needed.

CONTRACTOR receiving an award, if any, will be requested to procure and maintain insurance coverage throughout the term of service provision from an insurer(s) financially acceptable and lawfully authorized to do business in the state(s) where the TRIBE conducts operations. Such coverage shall protect CONTRACTOR against claims arising from sickness, disease, death or injury to persons, and/or physical damage to tangible property, including loss of use, which may arise from the goods, products, or services provided by the CONTRACTOR, its agents, or its representatives.

Minimum Scope of Insurance

CONTRACTOR's insurance coverage shall include the following minimum limits and coverage, if applicable:

- I. Commercial General Liability insurance on an occurrence coverage form, at least as broad as the *Insurance Services Office Commercial General Liability Policy form CG 0001* ©, current edition. If CONTRACTOR sells or distributes alcoholic beverages such coverage shall include Liquor or Dram Shop Liability. If CONTRACTOR sells or distributes food or beverage products such coverage shall include claims emanating from food-borne illness. Other than the standard exclusions applicable to pollution, asbestos, mold, employment practices, ERISA and professional liability, there shall be no additional limitations or exclusions beyond those contained in the above referenced policy form applicable to products and contractual liability. In addition to procuring and maintaining this insurance during the duration of the contract, CONTRACTOR agrees to continue to procure and continuously maintain products liability insurance coverage for a minimum of three years after the date the contract is completed or terminated.
- II. Automobile Liability insurance covering liability arising from the use or operation of any auto, including those owned, hired or otherwise operated or used by or on behalf of the CONTRACTOR. The coverage shall be at least as broad as the *Insurance Services Office Business Automobile Policy, form CA 0001* ©, current edition.
- III. Workers' Compensation and Employer's Liability insurance as is required by statute or law, or as may be available on a voluntary basis.
- IV. Professional Liability insurance covering wrongful acts made by or on behalf of the CONTRACTOR. Claims-made coverage is permitted, provided the policy retroactive date is continuously maintained prior to the commencement of professional services rendered to the TRIBE, plus an additional period of three years after such services have been rendered to the TRIBE. If the CONTRACTOR's scope of work includes

environmental engineering or consulting, the coverage required hereunder must not exclude coverage for environmental (professional) services.

Minimum Limits of Insurance

CONTRACTOR shall maintain the following minimum limits of insurance, if applicable (unless higher limits are required by law or statute):

1. Commercial General Liability (including umbrella or excess liability): \$1,000,000 per occurrence, bodily injury and property damage liability; \$1,000,000 per offense personal and advertising injury liability; \$1,000,000 products and completed operations policy aggregate and \$2,000,000 policy general aggregate applicable to claims other than products and completed operations.
2. Automobile Liability: \$1,000,000 combined bodily injury and property damage liability per accident for bodily injury and property damage.
3. Employer's Liability: \$500,000 accident for bodily injury by accident or disease, including \$500,000 disease aggregate.
4. Professional Liability: \$1,000,000 each wrongful act, \$2,000,000 policy aggregate. If CONTRACTOR's contract with The TRIBE exceeds \$1,000,000, the each wrongful act limits shall apply separately to the TRIBE's project.

Deductibles and Self-Insured Retentions

The funding of deductibles and self-insured retentions maintained by CONTRACTOR shall be the sole responsibility of CONTRACTOR. Self-insured retentions in excess of \$50,000 must be declared to and approved by the TRIBE.

Other Insurance Provisions

The required insurance shall contain the following additional provisions:

- I. **ADDITIONAL INSURED** – The TRIBE must be included as an additional insured, by endorsement, under CONTRACTOR's Commercial General Liability with respect to liability arising from CONTRACTOR's products, goods, or work or operations performed by or on behalf of CONTRACTOR.
- II. **WAIVERS OF SUBROGATION** – CONTRACTOR agrees to waive all rights of subrogation against the TRIBE and other tenants of the TRIBE, with respect to loss, damage, claims, suits, or demands, howsoever caused:
 - a. To real or personal property, equipment, vehicles, tools, laptops, etc. owned, leased or used by CONTRACTOR, its employees, agents, or subcontractors; and

- b. To the extent such loss, damage, claims, suits, or demands are covered, or should be covered, by the required insurance or any other insurance maintained by the CONTRACTOR. This waiver shall apply to all first party property, equipment, vehicle and worker's compensation claims, and all third party liability claims, including deductibles or retentions, which may be applicable thereto. The CONTRACTOR agrees to endorse the required insurance policies to acknowledge the required waivers of subrogation in favor of the TRIBE. CONTRACTOR further agrees to hold harmless and indemnify the TRIBE for any loss or expense incurred as a result of CONTRACTOR's failure to obtain such waivers of subrogation from CONTRACTOR's insurers.
- III. NOTICE OF CANCELLATION – Each insurance policy shall be endorsed to require Insurer(s) to provide thirty (30) days' written notice to the TRIBE by certified mail, return receipt requested, prior to any suspension, cancellation or non-renewal of the required insurance.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of not less than A- VII, unless otherwise approved by the TRIBE.

Verification of Coverage

CONTRACTOR shall furnish the TRIBE with a certificate of insurance evidencing the required coverage prior to the delivery of product, goods or services to the TRIBE. The certificates are to be signed by a person authorized by the insurer(s) to bind coverage on their behalf. Renewal certificates are to be provided to the TRIBE prior to the expiration of the required insurance policies. As an alternative to a certificate of insurance, CONTRACTOR's broker or insurer may provide complete, certified copies of all required insurance policies, including endorsements necessary to affect coverage required by these specifications.

ATTACHMENT C
SAMPLE SERVICE AGREEMENT
(Attached separately as .pdf)

EXHIBIT A

SCHEDULE OF VALUES

(Attached separately as .xlsx)

EXHIBIT B**PROPOSAL FORM**

The undersigned, hereinafter called "Vendor," having visited the site of the proposed project and familiarized itself with the nature and extent of the work, and having examined carefully the Specifications and other Contract Documents, proposes to furnish all labor, materials, equipment and other items, facilities and services for the proper execution of Proposal Requirements, in full accordance with the specifications prepared by the below firms, and as listed in the Scope of Work:

The bidder agrees to furnish all products, materials and equipment and performing all labor necessary to complete the scope of work including all line items in the attached Scope of Work for the combined amount of (This shall **not** include any alternates).

The Bidder hereby agrees that:

The Bid Amount and Alternates shall remain in full force and effective for a period of One-Hundred and Eighty (180) calendar days after the time of opening of this bid and that the bidder will not revoke or cancel this bid or withdraw from the competition with One-Hundred and Eighty (180) calendar days. **The Vendor further attest that the TOTAL BID AMOUNT PER YEAR herein proposed represents and includes the entirety of the work, fees, Profit, Overhead, General Requirements, General Conditions, etc... of the project as per the bid documents.**

Base Bid Per Year (written): _____ dollars

Base Bid Per Year (figure): \$ _____

Company Name: _____

By: _____ Signature: _____

Title: _____

Address: _____ Dated this _____ day of _____ 20__

Attest: _____ Title: _____

EXHIBIT C
QUALIFICATION QUESTIONNAIRE
(Attached separately as .xlsx)

EXHIBIT D**CONTRACTOR CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

The undersigned as an officer and an authorized representative of Contractor certifies that Contractor and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date: _____

_____ I am unable to certify to the above statements. My explanation is attached.

EXHIBIT E**NON-COLLUSION AFFIDAVIT OF PRIME BIDDER**

The Bidder hereby declares that the undersigned is the person or persons responsible within the firm for the final decision as to the price(s) and amount of this bid and the Bidder further declares that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to the bid opening.
3. No attempt has been made or will be made to solicit, cause, or induce any firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.
4. The bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any other firm or person to submit a complementary bid.
5. The Bidder has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised, or paid cash or anything of value to any other Bidder or person, whether in connection with this or any other project, in consideration for an agreement or promise by any other firm or person to refrain from bidding or to submit a complementary bid on this project.
6. The Bidder has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any other firm or person, and has not been promised or paid cash or anything of value by any other firm or person, whether in connection with this or any other project, in consideration for the firm's submitting a complementary bid, or agreeing to do so, on this project.
7. The Bidder has made a diligent inquiry of all members, officers, employees, and agents of the Bidder with responsibilities relating to the preparation, approval or submission of the firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act, or other conduct inconsistent with any of the statements and representations made in this Declaration.

Business Name:

Signature of Authorized Representative:

Print Name:

Title:

Date

EXHIBIT H-1**LIST OF RECENTLY COMPLETED PROJECTS AND CONTRACT AMOUNTS**

Provide the required information for a minimum of three (3) separate, verifiable projects. The work listed must be similar in nature to that specified in the solicitation.

1. Client Name: _____
 - a. Client Address _____
 - b. Client Phone _____
 - c. Contact Person _____
 - d. Project Name _____
 - e. Location of Project _____
 - f. Description of Project _____
 - g. Project Performance Date _____
 - h. Contract Amount: _____

2. Client Name: _____
 - a. Client Address _____
 - b. Client Phone _____
 - c. Contact Person _____
 - d. Project Name _____
 - e. Location of Project _____
 - f. Description of Project _____
 - g. Project Performance Date _____
 - h. Contract Amount: _____

3. Client Name: _____
 - a. Client Address _____
 - b. Client Phone _____
 - c. Contact Person _____
 - d. Project Name _____
 - e. Location of Project _____
 - f. Description of Project _____
 - g. Project Performance Date _____
 - h. Contract Amount: _____

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date _____

EXHIBIT H-2**LIST OF PAST EXPERIENCE WITH THE TRIBE****SECTION I:**

Bidders must select one of the following options and complete the form as instructed.

- ☐ Firm DOES have experience with the Tribe. (Continue to Section II).
☐ Firm does NOT have experience with the Tribe. (Skip to Section III).

SECTION II:

List previous experience with the Tribe and provide the information requested below for each experience.

Experience #1:

1. Select one: ☐ Pending project / ☐ Completed project
2. Project Name: _____
3. Contact Person: _____
4. Contact Phone and/or Email: _____
5. Project Location: _____
6. Description of Project: _____

7. Project Performance Date: _____

Experience #2:

1. Select one: ☐ Pending project / ☐ Completed project
2. Project Name: _____
3. Contact Person: _____
4. Contact Phone and/or Email: _____
5. Project Location: _____
6. Description of Project: _____

7. Project Performance Date: _____

Experience #3:

1. Select one: ☐ Pending project / ☐ Completed project
2. Project Name: _____
3. Contact Person: _____
4. Contact Phone and/or Email: _____
5. Project Location: _____
6. Description of Project: _____

7. Project Performance Date: _____

SECTION III:

Business Name:

Signature of Authorized Representative:

Print Name:

Title:

Date

EXHIBIT I**LIST OF REFERENCES**

Provide the requested contact information for a required minimum of three (3) separate and verifiable references.

1. Reference 1:
 - a. Name _____
 - b. Address _____
 - c. Phone Number _____
 - d. Email Address _____

2. Reference 2:
 - a. Name _____
 - b. Address _____
 - c. Phone Number _____
 - d. Email Address _____

3. Reference 3:
 - a. Name _____
 - b. Address _____
 - c. Phone Number _____
 - d. Email Address _____

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date: _____

EXHIBIT J

PROPOSED SAMPLE AGREEMENT EXCEPTIONS

Instructions: Mark the appropriate choice below and sign this exhibit.

_____ Firm accepts the Sample Agreement without exception.

OR

_____ Firm proposes exceptions or modifications to the Sample Agreement. Firm must submit proposed revisions that clearly tracks proposed modifications, and (ii) a written explanation or rationale for each exception or proposed modification.

Firm:

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date: _____

Unless written exceptions to the accompanying Sample Agreement are included with the solicitation, Vendors accept the provisions as presented therein without revision.

EXHIBIT K**FIRM CERTIFICATION**

I/we make the following certifications and assurances as a required element of this solicitation, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. I/we understand that the Seminole Tribe of Florida will not reimburse me/us for any costs incurred in the preparation of this proposal.
3. I/we agree that submission of the attached qualifications constitutes acceptance and understanding of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
4. No attempt has been made or will be made by the Firm to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
5. I/we grant the Seminole Tribe of Florida the right to contact references and others who may have pertinent information regarding the ability of the Respondent and the lead staff person to perform the services contemplated by this proposal.

On behalf of the firm submitting this proposal, I hereby certify the above statements:

Business Name:

Signature of Authorized Representative:

Print Name:

Title:

Date

EXHIBIT L**DRUG-FREE WORKPLACE FORM**

The undersigned Bidder, does:

1. Publish 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.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under procurement a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under Proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or no contest to, any violation of 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.
5. Impose a sanction on, or require the satisfactory participation in, a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

Check one:

_____ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

_____ As the person authorized to sign this statement, this firm does not comply fully with the above requirements.

Business Name:

Signature of Authorized Representative:

Print Name:

Title:

Date

EXHIBIT M

COVER LETTER & EXECUTIVE SUMMARY

(To be submitted by BIDDER)

EXHIBIT N
COMPLIANCE DOCUMENTS
(To be submitted by BIDDER)

EXHIBIT O
PROFESSIONAL QUALIFICATIONS
(To be submitted by BIDDER)

EXHIBIT P

PROPOSED METHODOLOGY

(To be submitted by BIDDER)

EXHIBIT Z**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

Respondent acknowledges receipt of the following Addenda:

ADDENDUM NO.	RESPONDENT INITIALS
Addendum No. 1	
Addendum No. 2	
Addendum No. 3	
Addendum No. 4	
Addendum No. 5	
Addendum No. 6	
Addendum No. 7	
Addendum No. 8	

If an Addendum was NOT released as part of this solicitation, *Exhibit Z* is NOT required.

COMPANY NAME: _____

BY (PRINT): _____

TITLE: _____

SIGNATURE: _____