



PURCHASING DEPARTMENT

4201 N. DALE MABRY HIGHWAY

Tampa, Florida 33607

(813) 350-6511

Fax (813) 350-6611

REQUEST FOR QUALIFICATIONS

**CONSULTANT FOR DESIGN & IMPLEMENTATION
OF NEW ACCOUNTING SYSTEM**

Date: June 6, 2011

RFQ No.: 11-08

Sealed submissions will be received by the Tampa Sports Authority's, Purchasing Department, 4201 N. Dale Mabry Highway, Tampa, FL 33607, until:

Monday, 10:00 A.M. EST on July 11, 2011

at which time submissions will be opened for:

Consultant for Design & Implementation of New Accounting System

Said proposals must conform to the requirements outlined in the Request for Qualifications. The Authority reserves the right to reject any and all submissions and to waive minor informalities.

Enclosed as part of the Request for Qualifications are:

- Part I - General Information
- Part II - Scope of Services
- Part III - Submission Form

Appendices

- A. Acknowledgment Form
- B. Acknowledgment of Addenda
- C. Preference to Businesses with Drug Free Workplace Programs
- D. Procurement and Registration Form

If you elect to respond to this Request for Qualifications, **provide one (1) bound original and five (5) bound copies and one (1) unbound copy of your submission to this office by the date indicated.** Please mark the original.

Submissions should be in sealed envelopes marked "Submission for Consultant for Design & Implementation of New Accounting System – RFQ 11-08." **FAXED AND/OR E-MAILED SUBMISSIONS WILL NOT BE ACCEPTED.**

Submissions shall be valid until October 31, 2011.

If submissions are mailed, it is suggested that submitters request the delivering agency to provide a record of their delivery.

Submissions will be publicly opened at **10:00 A.M. EST on Monday, July 11, 2011**, in the Authority's Headquarters. The consultants' copy shall remain sealed until after the official opening.

All questions or requests for additional information are required to be in writing and may be faxed to 813-350-6611 or e-mailed to djones@tampasportsauthority.com. Any verbal responses to questions or changes or additions to the Scope of Services or any part of this Request for Qualifications will not be binding on the Authority or its representatives. Only changes or additions made by Addenda issued by the Tampa Sports Authority through written notice should be considered for your submittal. All written responses will be shared with all potential submitters who register via the "Procurement and Registration Form" enclosed as "Appendix D." **Questions must be submitted, in writing, via email or facsimile by Monday, June 27, 2011 not later than 1:00 p.m. EST.**

Faxed and late proposals/qualifications will be rejected.

Protest Procedures: Submitters wishing to protest a procurement action or decision of the Authority relating to any procurement must follow the Authority's Protest Procedures, a copy of which may be obtained from the Purchasing Department at djones@tampasportsauthority.com or fax (813) 350-6611. Failure to follow said procedures will result in the denial of any protest. Submitters shall refrain from any communication with Board members during the pendency of any protest.

TIMETABLE

Release RFQ.....	June 13, 2011
Advertising Dates.....	June 12 th and June 19 ^h , 2011
Last Day for Agent Questions.....	June 27, 2011 (not later than 1:00 pm)
RFQ Due Date.....	July 11, 2011 (not later than 10:00 am)
Shortlist Meeting.....	July 13, 2011 at 10:00 a.m.
Agent Final Interviews.....	July 18, 2011 (9:30 a.m.; 11:00 am; & 1:30 pm)
Final Ranking.....	July 18, 2011 at 3:00 p.m.

TAMPA SPORTS AUTHORITY
REQUEST FOR QUALIFICATIONS
CONSULTANT FOR DESIGN & IMPLEMENTATION
OF NEW ACCOUNTING SYSTEM

PART I

GENERAL INFORMATION

SOLICITATION OF ACCOUNTING SYSTEM CONSULTING SERVICE INTEREST

This is a request by the Tampa Sports Authority (Authority hereafter) for interested consultants to submit their credentials and qualifications to the Authority for consideration during a qualification process.

The Authority is likely to select only one consultant agent or agency, but the Authority reserves the right to select an additional agent(s) if deemed desirable.

Consultants desiring to respond should have experience with Florida public entities and other entities of similar size, complexity and magnitude to the Authority.

BACKGROUND

The Tampa Sports Authority is in Hillsborough County, Florida, with headquarters in Tampa. The Authority has about 48 full-time, 64 part time and approximately 800 seasonal employees.

The Authority is an independent special district that was created May 28, 1965 by Chapter 65-2307, as superseded by Chapter 96-520, Laws of Florida, for the purpose of planning, developing and maintaining a comprehensive complex of sports and recreational facilities for the Tampa Bay area.

The Authority owns 134 acres known as the "Stadium Complex" (formerly Tampa Stadium) and its parking lots, and the Raymond James Stadium and its parking lots.

Also, the Authority operates three golf courses owned by the City of Tampa.

The Authority is governed by an 11-person board, with members appointed by the Governor, Mayor, City Council and County Commission.

SUBMISSION DUE DATE

Complete qualification Submittals (including completed Submittal Forms, sample contracts, etc.) are due no later than **10:00am, July 11, 2011**, and shall be valid until October 31, 2011. **One original and five copies** shall be mailed or delivered to Deltecia Jones, Senior Procurement Analyst, Tampa Sports Authority, 4201 North Dale Mabry Highway, Tampa, FL 33607.

Submissions should be in sealed envelopes marked "Submission for Consultant Service – RFQ 11-08." **FAXED AND/OR E-MAILED SUBMISSIONS WILL NOT BE ACCEPTED.**

If Submissions are mailed, it is suggested that Submitters request the delivering agency to provide a record of their delivery.

Submissions will be publicly opened at **10:00am, Monday, July 11, 2011**, in the Authority's Headquarters. The consultants' copy shall remain sealed until after the official opening.

WAIVER/REJECTION OF PROPOSALS

The Authority reserves the right to waive formalities or informalities in Submissions, to reject, with or without cause, any or all Submissions or portions of Submissions, or to negotiate or not negotiate with or to interview or not interview individual Submitters, or to accept any Submission(s) or portions of Submissions deemed to be in the best interest(s) of the Authority, or to resolicit Submissions or not.

CONTRACT EFFECTIVE DATE, TERM

The contract term will begin on or about **August 1, 2011**, and will expire on or about 120 days after final implementation of the new accounting system/software. This agreement will not exceed one (1) year.

Further, the Authority reserves the right, at any time, to remove the consultant or cancel service agreement with the awarded consultant if believed to be in the Authority's best interest.

ADDITIONAL INFORMATION

The Authority will not respond to verbal questions/requests for clarification. If more information is needed, please request it in writing from Deltecia Jones, Senior Procurement Analyst, Tampa Sports Authority, email djones@tampasportsauthority.com. The deadline for Submitter requests for additional information is **1:00pm, Monday, June 27, 2011**.

AUTHORITY PROVIDES INFORMATION IN GOOD FAITH WITHOUT LIABILITY

All information provided by the Authority in this RFQ is offered in good faith. Individual items are subject to change at any time. The Authority makes no certification that any item is without error. The Authority is not responsible or liable for any use of the information, or for any claims attempted to be asserted therefrom.

ADDENDA

Any addenda issued prior to the RFQ opening, for the purpose of changing the specifications of this RFQ or related documents, or clarifying the meaning of same, shall be binding in the same way as if originally written in the RFQ and related documents. It is each Submitter's responsibility to check with the issuing office and immediately secure all addenda before submitting.

EX PARTE COMMUNICATION

The Authority contact person for this RFQ is Deltecia Jones, Senior Procurement Analyst, Tampa Sports Authority, email djones@tampasportsauthority.com. Explanation(s) desired by Submitters(s) regarding the meaning or interpretation of this RFQ must be requested from her, in writing, as described.

Submitters are advised that from the date of release of this RFQ until award of the contract, NO contact with Authority elected or appointed officials or employee personnel (other than Deltecia Jones, Senior Procurement Analyst, Tampa Sports Authority, djones@tampasportsauthority.com) related to this RFQ is permitted. Any such unauthorized contact may result in the disqualification of the Submission.

PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit on a contract to provide services to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two (i.e. \$25,000) for a period of 36 months from the date of being placed on the convicted vendor list.

FAMILIARITY WITH LAWS

The Submitter is assumed to be familiar with all Federal, State of Florida and local laws, ordinances, rules and regulations that in any manner affect the work.

AUTHORITY RIGHT TO AUDIT

The Authority reserves the right (at its option and at no cost to the Authority), and the consultant are expected to agree, to an audit of the consultant and related parties regarding the Authority's expenditures for the consulting service and all related services to include all others involved, including the tracking of funds to others companies, trusts, etc.

PROPOSAL COSTS

The Authority is not liable in any manner to any extent for any cost or expense incurred by any Submitter in the preparation, Submission, presentation, or any other action connected with submitting or otherwise responding to this RFQ. Such exemption from liability applies whether such costs are incurred directly by the Submitter or indirectly through the Submitter's agents, employees, assigns or others, whether related or not to the Submitter.

EQUAL OPPORTUNITY EMPLOYER/SMALL BUSINESS ENTERPRISES

The Tampa Sports Authority is an Equal Employment Opportunity Employer who encourages firms and contractors with whom it does business to likewise follow these principles. Likewise, firms who are Small Business Enterprises (SBE) are encouraged to respond to RFQ 11-08. SBE businesses will be afforded full opportunity to submit Responses to RFQ 11-08 and will not be discriminated against on the grounds of race, color, creed, sex, or national origin in consideration for award of these services.

WOMEN MINORITY BUSINESS ENTERPRISE/DISADVANTAGED MINORITY/DISADVANTAGED WOMEN BUSINESS ENTERPRISE (WMBE/DM/DWBE)

Qualified firms may receive up to a maximum of five (5) bonus points for DM/DWBE participation. The term "DM/DWBE" shall mean a business that is certified as a bona fide DM/DWBE with Hillsborough County or has been granted reciprocal certification by Hillsborough County. Provisional Reciprocal Certification shall be granted for one (1) six (6) month period to firms which are principally domiciled in the State of Florida and certified by other jurisdictions within the State. When requesting bonus points, firms shall include a copy of the certification letter issued to the WMBE/DM/DWBE being utilized by the certifying governmental agency.

It will be the responsibility of the proposing firm to furnish all the necessary information and documentation to the COUNTY in order to receive bonus points. Bonus points will be assigned based on WMBE/DM/DWBE participation as outlined below:

The applicant firm has issued a signed letter of commitment certifying that a minimum of 10% of its ultimate fees will be subcontracted to Certified WMBE/DM/DWBE(s), which is/are identified for bonus points in the request. A maximum of 5 awardable bonus points will be given the WMBE/DM/DWBE(s) firm's request.

The request for bonus points shall be made on company letterhead and must include the following:

1. The RFQ number and project name;
2. The number of bonus points requested.

REFERENCES

Proposers should provide at least five client references. Preferably, the references should include public entities of similar size, complexity and magnitude to the Authority, including name, contact person, phone number, e-mail address, years and nature of relationship.

SERVICE

Proposers are required to provide details about the scope of services available and submitted for the Authority, details of functions performed by local offices and information on staff personnel likely to be assigned to the Authority's account.

Services shall include coordination of design and implementation of accounting systems for public municipalities.

EVALUATION OF PROPOSALS

In evaluating Proposals, the Authority shall consider several factors as described in the following table.

#	Evaluation Criteria	Points
1.	Consultant's qualifications and experience.	15
2.	Consultant's commitment to customer service, negotiation experience.	15
3.	Consulting Service's qualifications and experience.	15
4.	Commitment to scope of services.	15
5.	Reasons for consultant selection, uniqueness, special advantages.	10
6.	Consulting market preferences/clout.	20
7.	References, including current customer satisfaction with quantity, quality of services.	10
8.	Sub-Total	100
9.	WMBE/MB/DWBE Bonus Points (Maximum of Five Points)	5
10.	Finalist interviews, for only those firms chosen as finalists to be interviewed.	50
11.	Total	155

The Authority may determine that it will be desirable to conduct interviews with some proposing firms. If interviews will be conducted, one of the purposes will be to ascertain Proposer demonstration in their interview of their understanding of the Authority's requirements and their ability and commitment to meet or exceed the Authority's specifications. However, the Authority reserves the right to interview or not interview Proposers, and to qualify a Proposer with or without an interview process.

NOTIFICATION(S)

All notifications of addenda, meeting notices, awards, etc., in regards to this RFQ #11-08, shall come directly from the Tampa Sports Authority's Purchasing Department.

**TAMPA SPORTS AUTHORITY
REQUEST FOR QUALIFICATIONS**

**CONSULTANT FOR DESIGN & IMPLEMENTATION
OF NEW ACCOUNTING SYSTEM**

PART II

SCOPE OF SERVICES

Consultant will become familiar with Sports Authority accounting needs for an integrated accounting system. System requirements include but are not limited to:

1. Microsoft Frx/Forecaster financial report generator. Must be capable of accessing the vendor information and producing ad hoc reports by Vendor, Date(s), Overdue POs, Blanket POs, PO Numbers, RFQ Reports, Receiving, Closed/Open PO Report.
2. Accounts Payable module.
3. Purchase order module which integrates with Accounts payable, Accounts Receivable and General Ledger. Software purchased must have the ability to accept the current vendor numbers list from the Bellwether PMX purchase order software (can be transferred via a masking subroutine). Additionally, the new software must be able to integrate the existing AP vendor information with the imported PMX vendor information to establish a common vendor list. Additional items required for the Purchase Order Module:
 - Ability to report vendors by Majority/Minority ethnic class for (1)Majority (2)Female (3) African American (4)Asian American (5) American Indian (6) Hispanic (7) Other and (8) Service/Disabled Veteran.
 - Vendor sub module must have the following capabilities: (1) area to enter vendor Federal ID and OCL numbers, (2)Individual vendor records must have a vendor contact line, name, address field, and a vendor service code or commodity code field, (3) display a system generated requisition number, (4) a payment drop down menu for payment terms which feeds to the PO issued along with (5) the ability to tie the items to be purchased (set up the liability/encumber the funds) when the PO is issued and (6) identify who ordered the item and who approved the order (an established approval process that can be documented).
 - Sub-module that can generate a request for quotations and send them to multiple vendors
 - System must allow for input showing when items ordered via PO are received.
 - System must allow items purchased to be shipped to different location that site from which purchased.
 - Ability to issue Blanket Purchase Orders.
 - Ability to generate purchase order reports by selecting the fields to be reported on.

- Ability to set up multiple companies or company locations for TSA and its 3 golf course facilities.
 - Ability to tie each vendor to all “commodity, good and/or service codes” that apply to their companies.
 - Ability to print vendor labels (option).
 - Special Test Codes (rules out repetitive typing and insertions)
4. Accounts Receivable module
 5. General ledger
 6. Budgeting module
 7. Ability to accept **Daily** reports for cash receipts and sales reports/changes to inventory levels from “EZ Links” Point of Sale system. These reports will need to be converted to an excel format, approved by Accounting staff and then, following the approval process, uploaded from excel into the accounting software module
 8. Ability to interface with ADP payroll processing software to upload detail (by employee) payroll information into the general ledger module.
 9. Project estimating module which allows a project to be set up in the month the project/event occurs. Detail level of the estimate is taken to the general ledger account level. This event project estimate needs to flow through to the General ledger to be reported as income and expense in the month the event occurs. Revenue is set up as a receivable and expense is set up as a payable. As the actual revenues are received, the receivable is decreased/increased in the months the adjustments are made. As actual expenses are known, the payables are decreased/increased in the months the adjustment is made. In the month the event project estimate is finalized and closed, the final adjustments show up in the month the project is closed.
 10. Accounting System must be able be set up to run separate accounting operations and produce separate financial records and financial statements for four separate companies:
 - TSA Stadium
 - Babe Zaharias Golf Course
 - Rocky Point Golf Course
 - Rogers Park Golf Course
 11. System purchased must allow for import of five fiscal years of transaction level data.
 12. System must have a capital item inventory capability that calculates straight line depreciation expense.
 13. System chosen must have the ability to upload annual budgets from an excel format.

14. Existing F9 based financial statements must be converted to the FrX/Forecaster format including balance sheets, income statements and statements of cash flows for each company.

15. Staff must be scheduled for formal class training time in their respective areas.

The Tampa Sports Authority has approximately \$12m per year in operating revenues from all four companies listed under item number ten above. In addition, public bonded debt payments on outstanding bonds increase the total expenditures to around \$30m annually.

This organization would fall in the “small business or government” category. Possible systems to look at are (in this order):

- Dynamics SL
- Dynamics NAV
- Dynamics GP
- Dynamics AX
- Any other appropriately configured

Consultant chosen will be responsible for assisting in preparing the system criteria, assisting in the evaluation of potential software packages and monitor the installation of the system components to ensure they perform as represented. Consultant will act as expert interface between software reseller and the Sports Authority staff.

Consulting services will be provided on a flat fee basis. Cost of the system modules is anticipated to be in the \$50,000 to \$60,000 range. Consultant fee to be negotiated as part of the RFQ interview process.

**TAMPA SPORTS AUTHORITY
REQUEST FOR QUALIFICATIONS
CONSULTANT FOR DESIGN & IMPLEMENTATION
OF NEW ACCOUNTING SYSTEM**

DESCRIPTION OF CURRENT SYSTEM

The Authority's current accounting system is outlined as follows:

Current system installed at Tampa Sports Authority is Sage AccPac Pro version 7.5. Modules purchased include general ledger, accounts payable, accounts receivable, inventory, budget, project accounting and purchasing. The purchasing module under Sage AccPac Pro is not currently used. TSA uses Bellwether PMX Purchasing Management for purchasing functions, but it is not connected to the accounting system. A separate POS system, EZ Links is also used but not connected to the accounting system. Entry of sales and cost of goods sold and adjustments to inventory levels is currently made manually. ADP software is used for producing payroll figures and paying employees. The ADP software is not bridged into the existing software package. Payroll entries are made manually to the general ledger for each company for each payroll cycle. Annual budgets for the four companies comprising the Tampa Sports Authority are manually entered in an excel spreadsheet and then uploaded into the AccPac system by company.

Current system uses an Excel add in, F9 to provide financial reporting for all four companies. Objective of seeking new accounting software is to provide an integrated system solution that minimizes the number of entries made manually. In addition, the financial and ad hoc reporting capability needs to be improved so that financial reports can be constructed and produced more easily. The F9 reporting software, while workable, is somewhat cumbersome and often causes individual computers to freeze and then lose changes or entries being made to a report.

Current system allows three concurrent users. New system will require four to five concurrent users.

TAMPA SPORTS AUTHORITY

PART III

SUBMISSION FORM FOR CONSULTANT SERVICE

1. Consultant _____
2. Firm Name _____
3. Address _____
4. Telephone _____ Fax _____ Email _____

Consultant:

5. How many years have you been in the specified consulting business? _____
6. How many years have you been with your present firm? _____
7. Have you attached background information on yourself, e.g. resume? _____
8. Do you have special professional qualifications or professional designations? _____
9. What is your accounting system experience with other organizations of similar size, complexity and magnitude? _____
10. What is your experience with other *public entities* of similar size, complexity and magnitude?

11. How many *public entities* do you service? _____

Submissions are due in an original and five copies no later than **10:00am, Monday, July 11, 2011** sealed and marked "Submission for Consulting Service – RFQ #11-08. They shall be mailed or delivered to Deltecia Jones, Purchasing Department, Tampa Sports Authority, 4201 North Dale Mabry Highway, Tampa, FL 33607. Faxed and/or e-mailed submissions will not be accepted.

Consultant Commitment to Customer Service; Negotiation Experience

12. Are you experienced with all the items listed in the Scope of Agent Services? If not, explain.

13. What is your commitment to customer service, including frequency of contact, availability for meetings with staff, committees, etc? _____

14. Will you commit to proactive and aggressive pursuit of negotiation of favorable terms, conditions, and pricing? _____

15. Have you attached examples of such proactive and aggressive negotiations, etc.? _____

Consultant Qualifications/Experience

16. What size is your agency's revenue, and in number of professionals and non-professionals that will serve the Authority? _____

17. Which Florida office of your firm will provide the ongoing services to the Authority? _____

18. Will any other offices be involved; to what extent? Be specific. _____

19. How many years has the firm been in business? _____

20. What is your firm's total consulting service volume? _____

21. Approximately what percentage of the firms' Florida business are *public entities* in revenue volume? _____

22. What is your agency's experience with accounting system consultant service for customers of similar or greater size, complexity and magnitude? _____

23. What is your agency's experience with accounting system consultant service for other sports related facilities and venues? _____

24. How many and what kind of *public entities* does your agency service? _____

25. Have you provided background information on the range of your firm's services? _____

26. Are the key person designated to service the Authority's account appropriately licensed by the State of Florida? Please list the following:

<u>Name</u>	<u>Types of Licenses</u>	<u>Years Serving Large Commercial Accounts</u>	<u>Years Serving Public Entities</u>

27. Have you attached details of the experience of these persons (and non-licensed personnel you intend to assign) with accounts and/or public entities with similar size and complexity as the Authority?

28. Provide specifics on firm personnel (employees or subcontractors other than staff of consultant companies) who are likely to be utilized in performing inspection and loss control services. _____

29. State the amount of errors and omissions insurance including policy limits and deductible amount, for the firm and the name of the insurer. _____

Commitment to Scope of Services

30. Will you provide the full Scope of Agent Services as outlined in the RFQ? _____

31. To what extent will you need a separate contract for services not related to the consultant service being requested? _____

32. Do you acknowledge that the Authority reserves the right at any time to remove the assigned consultant, if believed to be in the Authority's best interest? _____

33. Have you provided the contract you expect to use if engaged? _____

34. Have you highlighted in the contract and explained clearly if there are exculpatory provisions limitations regarding your liability for the services provided? _____. Keep in mind that the extent of such provisions and/or limitations will be taken into consideration in the evaluation of your Submittal.

Reasons for Firm Selection/Uniqueness/Special Advantages

35. Reasons for the Authority qualifying you and your firm: describe below and/or by attachment the key reasons you and your firm should be qualified by the Authority to be its consultant. Emphasize issues that make you and/or the firm unique, or give you/it special advantages over other submitters and how these are of value to the Authority for this RFQ request for Accounting Consultant Service. Attach any supplemental documentation you think is relevant to being selected. _____

36. Have you disclosed the name of any officer, director, agent or other key person who is also an official or employee of the Authority? If none, state "none". _____

37. Have you disclosed the name of any official or employee of the Authority who owns, directly or indirectly, an interest of five percent or more in a submitting firm or any of its branches? If none, state "none". _____

Additional Comments: _____

I have read the Tampa Sports Authority's Request for Qualifications for Consultant Services. I am submitting information based upon the representation that my firm is of sufficient size and capability and has sufficient experience to serve the Authority.

I understand that the Authority may conduct interviews with selected submitting firms, and the Authority's decisions about interviews and selection shall be final.

This Request by the Authority is understood to be a solicitation of background information and qualifications from firms that may be designated as its agent. I represent that I am authorized to provide this submission on behalf of my firm.

Date	Authorized Signature, Title	Firm	Telephone
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CLIENT REFERENCES

Provide specific references for at least five customers (preferably public entities), including customers served by the firm's nearest office to the Authority. They should be of similar size, complexity and magnitude to the Authority. Additional references may be provided.

Please copy this page and repeat for each of your five references.

Agency Name: _____

Name & Address of Account: _____

Principal Contact and Title: _____
Telephone #: _____
Email: _____

Year agency retained by client: _____

Date services last performed for account (if current, so indicate): _____

Description of services provided.

Additional Comments:

**SWORN STATEMENT UNDER SECTION 105.08,
TAMPA SPORTS AUTHORITY CODE, ON DISCLOSURE OF RELATIONSHIPS**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract No. _____
for _____

2. This sworn statement is submitted by: _____

(Name of entity submitting Statement)

whose business address is:

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement _____.)

3. My name is _____
(Please print name of individual signing)

and my relationship to the entity named above is _____

4. I understand that an "affiliate" as defined in Section 105.08, Tampa Sports Authority Code,
means:

The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of the entity.

5. I understand that the relationship with a TSA Commissioner or TSA employee that must be disclosed as follows:

Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, or grandchild.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, have any relationships as defined in section 105.08, Tampa Sports Authority Code, with any TSA Commissioner or TSA employee.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents, who are active in management of the entity have the following relationships with a TSA Commissioner or TSA employee:

Name of Affiliate or entity	Name of TSA Commissioner or employee	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Signature)

(Date)

STATE OF _____

TSA OF _____

The foregoing instrument was acknowledged before me this ____ day of _____,
20__, by _____, who is personally known to me or who
has produced _____ as identification.

NOTARY PUBLIC

SIGN: _____

PRINT: _____

Notary Public, State at large
My Commission Expires:

(Seal)

STATEMENT OF NO BID/PROPOSAL/RFQ

If your company does not intend to bid, please return this form **immediately** to:

TAMPA SPORTS AUTHORITY PURCHASING DEPARTMENT

We, the undersigned, have declined to submit a bid for TSA RFQ # _____ for _____

For the following reasons:

- Specifications too "tight" (i.e. geared toward one brand or manufacturer only.)
- Insufficient time to respond to the Invitation to Bid/Proposal/RFQ
- Our Company does not offer this product or service
- Our schedule would not permit our company to perform
- Unable to meet specifications
- Specifications unclear (*Please explain below*)
- Unable to meet Insurance Requirements
- Remove our Company from your "Bidders List" altogether
- Other (*specify*): _____

REMARKS: _____

We understand that if this *STATEMENT OF NO BID* is not executed and returned, our Company may be removed from the Purchasing Division's Bidders List for this commodity.

Company Name: _____

Signature: _____

Telephone: _____ Fax: _____

E-mail: _____

Appendices

- Appendix A Acknowledgment of RFQ**
- Appendix B Acknowledgment of Addenda**
- Appendix C Preference to Businesses with Drug
Free Workplace Programs**
- Appendix D Procurement and Registration Form**

APPENDIX A

**TAMPA SPORTS AUTHORITY
ACKNOWLEDGEMENT/BID SUBMITTAL FORM
CONSULTANT FOR DESIGN & IMPLEMENTATION
OF NEW ACCOUNTING SYSTEM - RFQ#11-08**

SUBMIT BID TO: PURCHASING DEPARTMENT

DELIVERY ADDRESS: RAYMOND JAMES STADIUM

(ENTRANCE "B" OFF HIMES AVENUE)

**4201 N. DALE MABRY HIGHWAY
TAMPA, FL 33607**

NUMBER OF COPIES REQUIRED: One (1) bound original and five (5) bound copies and one (1) unbound copy.

PLEASE LABEL THE OUTSIDE OF YOUR PACKAGE WITH THE PROPOSAL NUMBER, TITLE AND THE OPENING DATE & TIME

**SUBMITTALS WILL BE RECEIVED & OPENED: Monday, July 11, 2011 @ 10:00 a.m. EST
At the Tampa Sports Authority offices
4201 N. Dale Mabry Hwy., Tampa, FL 33607**

SUBMITTALS MAY NOT BE WITHDRAWN FOR 90 DAYS AFTER SUCH DATE & TIME.

OFFEROR'S NAME: _____

OFFEROR'S MAILING ADDRESS: _____

CITY-STATE-ZIP: _____

TELEPHONE NUMBER: _____

AUTHORIZED SIGNATURE: _____

SIGNATORY'S NAME: _____

SIGNATORY'S TITLE: _____

By signing above, I attest that all the information listed herein is correct, to the best of my knowledge, and agree to be bound by the terms, conditions and my company's submitted pricing with regards to this RFQ agreement.

APPENDIX B

**ACKNOWLEDGMENT OF ADDENDA FOR RFQ NO. 11-08
CONSULTANT FOR DESIGN & IMPLEMENTATION
OF NEW ACCOUNTING SYSTEM**

I, _____, hereby acknowledge receipt of any and all Addenda Notices hereby issued in regards to this RFQ #11-08 for Consultant for Design & Implementation of New Accounting System.

Addenda Numbers Received:

AUTHORIZED SIGNATURE: _____

SIGNATORY'S NAME: _____

SIGNATORY'S TITLE: _____

COMPANY/OFFEROR: _____

APPENDIX C

PREFERENCES TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS UNDER SECTION 287.087, FLORIDA STATUTES.

1. This statement is submitted with RFQ #11-08, Consultant for Design & Implementation of New Accounting System.
2. Preference shall be given to businesses with drug-free workplace programs.
Whenever two or more bids which are equal with respect to price, quality, and service are received by the Authority for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:
 - A.) 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 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 business'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 bid 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 bid, 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, violation of Chapter 893 or 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.
 - E.) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
 - F.) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

CONSULTANT'S SIGNATURE _____

APPENDIX D

Tampa Sports Authority Purchasing Department
4201 N. Dale Mabry Highway
Tampa, Florida 33607

Telephone #: (813)350-6500
Fax #: (813)350-6611

PROCUREMENT SUMMARY AND REGISTRATION

In order to receive notice of any changes or addenda to these documents, you MUST register using this form. Please mail or FAX the completed form to the Purchasing Department as soon as possible.

Document Number: RFQ #11-08
Title: Consultant for Design & Implementation of New Accounting System
Description: Provide specified consultant services to the Tampa Sports Authority.

Procurement Submittal Deadline: Monday, July 11, 2011 By 10:00 a.m.
Tampa Sports Authority
Raymond James Stadium
4201 N. Dale Mabry Highway
Tampa, FL 33607

Pre-Bid/Proposal Conference: None

For additional information, contact: Deltecia Jones
Senior Procurement Analyst
Telephone: (813) 350-6511
E-Mail: djones@tampasportsauthority.com

Special Instructions: None

SUBMITTER REGISTRATION (FAX OR MAIL THIS FORM BACK IMMEDIATELY TO FAX #: (813) 350-6611)

Use this form to register as a potential bidder or submitter for this procurement. Only registered vendors will be mailed courtesy notices of changes or addenda to these procurement documents. Carefully complete this form and mail or fax it to the Procurement Department. You must submit one form for each Procurement that you are registering for. FAILURE TO INCLUDE AN ADDENDUM IN YOUR SUBMISSION MAY RESULT IN THE REJECTION OF YOUR SUBMITTAL.

Company Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ **State/Zip:** _____

Phone: _____ **Fax:** _____

Contact's Email: _____