



2025 Request for Qualifications for Professional Services

February 11, 2025

QUESTIONS AND ANSWERS

Question 1: 3.5 Resumes (Page 18) - Resumes for the individuals who will have day-to-day oversight of the contract must be included. Each referenced employer should include the names of immediate supervisors with current phone numbers.

My resume extends over 40+ years, and the requirement to provide the names of immediate supervisors with current phone numbers is no longer possible. In the case of my 31-year career with the Brevard County Board of County Commissioners, all my immediate supervisors are also retired, and I have not had contact with them in a long time. Would you accept the name and contact information of a person currently in authority who knew the nature and quality of my work for all my jobs during my time with Brevard County?

Answer 1: Yes, a person currently in authority that knew the nature and quality of your work will suffice.

Question 2: ATTACHMENT J: REFERENCES / PAST EXPERIENCES SHEET (Page 25) Submit a minimum of three (3) references of clients. The clients must be three distinct customers. If your firm has or previously had a contract with C2 GPS, include it as one of the three references. I have done pro bono work for various non-profits with which I have been associated. May I use pro bono references as part of the requirement to submit one of the three references?

Answer 2: Yes, any entity that is familiar with your work and can verify experience

Question 3: 2.4 Insurance Requirements (Page 9)

The Contractor will be required to maintain insurance coverage for the period of the contract. The Contractor must obtain insurance adequate to cover the Contractor's employees against personal and bodily injury and property damage. The following minimum insurance coverage and limitations will be required:

- General liability insurance for personal injury and bodily injury and property damage to a third party. The required minimum coverage shall be \$500,000 per occurrence or \$1,000,000 aggregate.
- Workers Compensation insurance shall be required for all the Contractor's employees that will be working under this contract. Upon being awarded the contract, the Contractor will be required to submit proof of insurance.

The insurance requirement assumes that the Contractor will have employees and

therefore mandates general liability and workers' compensation insurance. As a sole proprietor, I am not considered an employee and have no plans to hire any. Does this requirement apply to sole proprietors? If not, how should I address this in my response to the RFQ?

Answer 3: If you are submitting as a Sole Proprietor and do not have any employees insurance is not required.