
NOTICE OF AWARD

June 10, 2024

TO: All Relevant Awarded Vendors

Re: #24-098 ESE & Educational Professional Services

The School Board of Collier County, Florida, meeting in official session on June 3, 2024, voted to approve the award for the above-referenced bid, per the attached tabulation sheet. Prior to commencement, a purchase order will be issued to your company for any orders or upcoming services. This letter is notification of award only. Do not ship or order materials without an authorized purchase order. Once this document is received, please coordinate all orders/services with the end-user as listed on the purchase order.

At this time, Collier County Public Schools is requesting the following **Administrative Requirements** be satisfied within fifteen (15) working days of receipt of this letter and/or as applicable:

- **Employee fingerprints & Badging (if not already fulfilled)** - Please note that any employee who is not fingerprinted and badged per our requirements will be dismissed from any District site.
- **Current State or County license**
- **Current General, Automobile, and Excess or Umbrella Liability Insurance* (\$1,000,000 per occurrence) certificates**
- **Current worker's compensation insurance* certificate**
- **Other certificates or licenses that were required in the bid**

** Please note all Certificates of Insurance (COI) MUST have a 30-day cancellation notice. Furthermore, the School Board will be listed as the certificate holder / additional insured as follows:*

*The District School Board of Collier County, FL
5775 Osceola Trail
Naples, FL 34109.*

All fingerprint & badging information may be obtained at the District's website <http://www.collierschools.com/hr> under the heading "Fingerprinting & ID Badges". All paperwork shall be submitted to the Purchasing Department via email at purchasing@collierschools.com, or facsimile if desired. **ALL CORRESPONDENCES SUBMITTED SHALL REFERENCE THE BID #.** Please note that ID badges may not be released until all pertinent documentation has been received by CCPS. Failure to meet these requirements within the allotted time listed above or maintain for the duration of the contract may result in the termination of the contract.

Thank you and congratulations on this award. Your interest in Collier County Public Schools is appreciated.

Respectfully,



David W. Nara
Sr. Director, Financial Services, Purchasing