Forms I & 10-1.10 Complete

Name & contact info complete on Form I page 1

Company Name on Form I page 2

Form I signed and dated

Mark new certification categories with * and categories to be deleted with **

Provide copies of firm's and professionals' licenses with the state of Florida. Verify that all are current and in good standing.

Provide copy of Sunbiz information

Are items 1-10 complete on Form 10-1.10?

Do items 1-10 match sunbiz information and website? If not, add footnote to explain.

A PE is required to be listed for each example in categories: 2.0_, 3.0_, 4.0_, 8.0_, 9.0_, 10.0_, & 11.0_?

A PLS is required to be listed for each example for category 5.0_?

A licensed Architect is required to be listed for each example for category 7.01-7.05?

A LA is required to be listed for each example for category 7.06?

Items #11 & 12: Are at least 5 examples given for each category checked on Form I? (the five examples can be split between #11&12)

Are project descriptions detailed enough to determine if category is applicable? (i.e. does description reference work done to backup certification category)

List all FL licensed professionals on #13. Only personnel with valid FL licenses are eligible as backup for certification.

Is firm planning to submit for an RFP with the County soon? If so, note when submitting and let us know what the RFP due date is.

Notes:

~ Feel free to add notes to the application to clarify any item

~ Please include enough detail in your experience descriptions for us to see that the experience does indeed match the CCNA certification category. Most projects have multiple consultants, please describe the work done by your firm.

~ Additional information such as resumes, marketing info, etc is welcome

~ Only list professional Florida licensed personnel who are available to work on Palm Beach County projects in your application (unless category does not require a license).

~ Email application and backup information to Vanessa Jagoo at vjagoo@pbcgov.org

~ If you need a certification approved quickly to be eligible for an RFP submittal, please let us know. It is recommended that you apply for only the categories which are immediately needed, and then resubmit later to add additional categories.