

**Instructions for Applying for
Consultants Competitive Negotiation Act (CCNA)
Certification with
Palm Beach County (PBC or County)**

In accordance with Florida's Consultant Competitive Negotiation Act (CCNA) ([Florida Statutes Chapter 287.055](#)) and Palm Beach County Resolution (R1990-1386), prior to contracting with Palm Beach County, Professional Consultants must be certified by PBC. The County shall determine if the applicant is fully qualified to render the proposed services. Among the factors that will be considered in making this determination are: professional status, past record, experience, and the adequacy of the organization and its personnel. Applicant Consultants meeting PBC requirements shall be certified and have their names placed on the PBC CCNA Certified Firms list with each category of professional expertise noted. Per [Florida Statutes \(FS 287.055\(3\)\(b\)\)](#), firms are encouraged to renew annually. Older certifications may not be listed in the [online Certified Firms list](#).

Certification Process:

- All applications must be made on [Form 10-1.10: Professional Consultant Qualification Application](#)
- Upon receipt of a complete application, the County will review the application.
- The factors to be considered during review shall include, but not be limited to the following:
 - Past Performance.
 - Level of ability of Professional and other personnel.
 - Ability to perform services required in an approved manner.
- If the applicant is found to be qualified, the County shall execute the certification and [Form I: Notice of Professional Consultant Certification](#) will be provided to the Applicant.
 - The Notice will indicate the specific professional areas and categories of work in which the Consultant has been qualified.
 - The Notice of Certification is NOT a notice of selection.

PBC Instructions to Apply for CCNA Certification

- **Consultant should update Certification:**

- annually
- when requested by PBC
- when conditions alter to either increase or decrease the Firm's capabilities
- at any time significant manpower changes or capabilities which may affect work category qualifications

Certification Updates:

- Any update to a certification will completely replace any information currently on file.
- Updates should include backup for all categories in which the applicant wishes certification
- Contact Information can be updated informally, however no new [Form I: Notice of Professional Consultant Certification](#) (*i.e. certification renewal*) will be issued without a full update submittal.

Certification Eligibility:

- Any corporation or limited partnership requesting qualification must be authorized to conduct business in the State of Florida and registered with the Secretary of State
- Employees must be registered with the governing board designated for their profession by the State Department of Business and Professional Regulation, and shall have all appropriate licenses and registrations required by Florida Law.
- No professional or key personnel may be listed as permanent employees of more than one firm currently certified with the County.

**Forms,
Instructions,
and a list of currently certified firms
can be found at:**

<http://discover.pbcgov.org/engineering/roadwayproduction/Pages/CCNA.aspx>

PBC Instructions to Apply for CCNA Certification

Please provide this office with one copy of the following items

*(all information to be typed in a **minimum 10 point font**
additional pages can be added if necessary):*

Form I – Notice of Professional Consultant Certification

- 1) Enter firm's information at the top of page 1. This address will be used for all correspondence.
- 2) Enter firm's name at the top of page 2
- 3) Check each box that corresponds to certifications requested
 - a. Descriptions of eligible work for each category are available on our website at <https://discover.pbcgov.org/engineering/roadwayproduction/Pages/CCNA.aspx>
 - b. Do not add areas under Section 13 unless a County Department has specifically requested you to be CCNA certified in an area not listed in Sections 1-12.
 - c. For Renewals and Revisions to existing CCNA certifications place a * next to the check boxes of categories that are being added and a ** next to the check boxes of categories that are being deleted.
 - d. Any new application will completely replace any existing information on file once it is approved.
 - e. Check all categories for which you want certification even ones for which you already have certification.
 - f. Provide backup for all checked categories including ones for which you already have certification.
 - g. Project description should specify which part of the project was done by the applicant
 - h. Project description should describe what work by the applicant shows experience in the certification category requested
- 4) Leave the date of certification blank.
- 5) Signature and date the bottom of the second page must be by a Corporate Officer with printed name.

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Form 10-1.10 – Professional Consultant Qualification Application

- 1) The purpose of this form is to gather information on the licensed individuals at the firm who will provide the foundation for the CCNA Certification.
 - a. Do not list employees who are unlicensed to perform work which requires a license.
 - b. Do not list employees who are ineligible to perform work in the State of Florida (i.e. do not hold a Florida license if required).
 - c. Do not list experience from employees who are no longer with the firm.
- 2) Pages may be copied if necessary to include additional information
- 3) Footnotes may be added for clarification
- 4) If your firm is national or international, you do not need to list all branch offices. List at least the corporate office and the Florida offices, and offices which could potential do work for the County.
- 5) Office space available is referring to the size of the branch offices, not empty space.
- 6) Past Experience/Present Projects - **Only list each project once**
 - a. List at least 5 examples for each category checked on Form I.
 - b. Multiple CCNA categories can be attributed to a single project.
 - c. The description of the work should only include that portion of the project completed by your firm.
 - d. Ensure that the description is detailed enough to show how the project relates to the category from Form I that it is justifying.
 - e. List only employees that are listed on #11.
 - f. One project may be used as backup for more than one category.
 - g. You may recreate this format in excel or another program if desired, however, keep the column headers the same.
- 7) Personnel Summary
 - a. List only Florida licensed personnel for categories that require licenses.
 - b. For categories which do not require licenses, list only personnel who are eligible to work in Florida and may work on County projects.
 - c. List only personnel who may work on County projects.
- 8) Number of Personnel Available in Florida

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- a. A single person may count in more than one category, however footnotes should be added to explain.
 - b. List only personnel who may work on County projects.
- 9) Equipment - must be completed by any firm requesting certification in a group 5 or 6 category.

Required Backup Information

- 1) Copies of Florida State Department of Business & Professional Regulation (myfloridalicense.com) Licenses for professional staff (i.e. engineers, surveyors, architects, etc.).
- 2) Copy of Sunbiz Information (sunbiz.org)
- 3) Copy of Palm Beach County Equal Business Opportunity (EBO) Certificate and State of Florida M/WBE Certificate if firm is certified in these programs.
- 4) Resume's of key personnel may be included but are not mandatory.

Miscellaneous

Prior to contract award with Palm Beach County Board of County Commissioners firms must register with both the County's Vendor Self Service site (<https://discover.pbcgov.org/BusinessOpportunities>) and also the Federal E-Verify system (www.e-verify.gov). This certification is not a notice of selection and not a guarantee to be selected.

Please note, CCNA Certification, S/M/WBE Certification with [OEBO](#) and [VSS](#) Registration are all separate items and must be

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Submitting

Applications may be submitted electronically to:

JaeAnn Dean
jadean@pbc.gov

and copy Holly Knight
hknight@pbc.gov

If a hard copy is submitted, please submit an **unbound** copy to the following address:

Palm Beach County Engineering and Public Works Department
Roadway Production Division (CCNA Section)
2300 North Jog Road 3rd Floor West
West Palm Beach, FL 33411-2745

Website

Engineering and Public Works – Roadway Production: Contracts & CCNA Section

<http://discover.pbcgov.org/engineering/roadwayproduction/Pages/CCNA.aspx>