

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

In accordance with the Consultants' Competitive Negotiation Act (CCNA), Florida Statutes Chapter 287.055, prior to employment by Palm Beach County, Professional Consultants must apply for certification to the Palm Beach County Engineering and Public Works Department, hereinafter identified as the Department. Following the policies and procedures set forth herein the Department shall determine if the applicant is fully qualified to render the services to be certified for. 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 County requirements shall be duly certified and shall have their names placed on the Palm Beach County CCNA Certified Firms list within each and every category of Professional expertise, applied and certified for.

These Policies and Procedures establish the requirements for firms and persons applying to be qualified for Professional Consultant employment by Palm Beach County. All applications must be made on the attached Form 10-1.10 Professional Consultant Qualification Application, under the provisions presented below:

- Persons or firms will be qualified by professional area of consulting service and within each area by specific categories of work (Form I of the application). Upon receipt of a complete application, the Department will review the application.
- If the applicant is found to be qualified, the County Engineer shall execute the certification and the Notice of Professional Consultant Certification (Form I) will be provided to the Consultant.
 - 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

- The factors to be considered in determining whether or not a consultant shall be certified 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.
- Qualification data must be updated annually and, also, when requested by the Department, or when conditions are altered to either increase or reduce the Consultant's capabilities. Each Consultant is encouraged to report at any time significant manpower changes or capabilities which may affect work category qualifications.
- Any corporation or limited partnership requesting qualification with the Department must be duly authorized to conduct business in the State of Florida and so registered with the Secretary of State.
- The firm and/or appropriate employees must be registered with the governing board designated for the profession by the State Department of Business and Professional
- Regulation, and shall otherwise 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 qualified 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>

Please provide this office with one copy of the following items (all information to be typed):

I. Form I – Notice of Professional Consultant Certification

- a. Enter firm's information at the top of page 1 – include both street address and post office box number (if applicable). This address will be used for all correspondence.
- b. Enter firm's name at the top of page 2
- c. Check each box that corresponds to an area for which you want certification

PBC Instructions to Apply for CCNA Certification

- i. Definitions for each category are available in the PBC Professional Consultant Qualification Application Procedures shown on our website as Form Instructions for Form 10-1.10.
- d. Do not add areas under Section 13 unless a PBC department has specifically requested you to be CCNA certified in an area not listed in Sections 1-12.
- e. 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.
- f. Any new application will completely replace any existing information on file once it is approved.
- g. Check all categories for which you want certification even ones for which you already have certification.
- h. Provide backup for all checked categories including ones for which you already have certification.
- i. Leave the date of certification blank.
- j. Signature and date the bottom of the second page must be by a Corporate Officer with printed name.

II. Form 10-1.10 – Professional Consultant Qualification Application

- a. The purpose of this form is to gather information on the licensed individuals at your firm who will provide the foundation for the CCNA Certification.
 - i. Do not list employees who are unlicensed to perform work which requires a license.
 - ii. 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).
 - iii. Do not list experience from employees who are no longer with the firm.
- b. Pages may be copied if necessary to include additional information
- c. Footnotes may be added for clarification
- d. 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.

PBC Instructions to Apply for CCNA Certification

- e. Office space available is referring to the size of the branch offices, not empty space.
- f. Past Experience/Present Projects
 - i. List at least 5 examples for each category checked on Form I.
 - ii. The description of the work should only include that portion of the project completed by your firm.
 - iii. Ensure that the description is detailed enough to show how the project relates to the category from Form I that it is justifying.
 - iv. List only employees that are listed on #11.
 - v. One project may be used as backup for more than one category.
 - vi. You may recreate this format in excel or another program if desired, however, keep the column headers the same.
- g. Personnel Summary –
 - i. List only Florida licensed personnel for categories that require licenses.
 - ii. For categories which do not require licenses, list only personnel who are eligible to work in Florida and may work on County projects.
 - iii. List only personnel who may work on County projects.
- h. Number of Personnel Available in Florida
 - i. A single person may count in more than one category, however footnotes should be added to explain.
 - ii. List only personnel who may work on County projects.
- i. Equipment - must be completed by any firm requesting certification in a group 5 or 6 category.

III. Required Backup Information

- a. Copies of Florida State Department of Business & Professional Regulation Licenses for the Firm (i.e. engineering, surveying, architecture, etc.)
- b. Copies of Florida State Department of Business & Professional Regulation Licenses for professional staff (i.e. engineers, surveyors, architects, etc.).
- c. Copy of Florida Department of State, Division of Corporations, corporate license for your firm.

PBC Instructions to Apply for CCNA Certification

- d. Copy of Sunbiz Information
- e. Copy of Palm Beach County Small Business Enterprise (SBE) Certificate and State of Florida M/WBE Certificate if firm is certified in these programs.
- f. Resume's of key personnel may be included but are not mandatory.

IV. Misc - Prior to contract award with Palm Beach County Board of County Commissioners firms must register with both the County's Vendor Self Service site (discover.pbcgov.org/BusinessOpportunities/Pages/default.aspx) 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.

V. Submitting

- a. Applications may be submitted electronically to:

JaeAnn Dean

JADEAN@PBC.GOV

and copy Holly Knight

HKNIGHT@PBC.GOV

- b. 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

VI. Website

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

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