

TAB #1
Title Page

1. Letter of Interest to provide Evaluation Services to City of Lauderhill for their proposal to “U.S. Department of Health and Human Services, Office of Minority Health (OMH) Funding Opportunity: Advancing Health Literacy to Enhance Equitable Community Responses to COVID-19.
2. Nova Southeastern University, Dr. Kiran C. Patel College of Osteopathic Medicine
3. 3200 South University Drive, Fort Lauderdale, FL 33328
4. Contact: Office (954) 262-1192 | Cell (954) 295-2050, fhaffizull@nova.edu, Farzanna S. Haffizulla, M.D., FACP
FAMWA, April 7, 2021
5. Attachment A included: Proposer’s Qualification Statement

ATTACHMENT "A"
PROPOSER'S QUALIFICATIONS STATEMENT

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

Nova Southeastern University Inc. on behalf of Dr. Kiran C. Patel College of Osteopathic
Medicine (NSU KPCOM)

3301 College Avenue Fort Lauderdale, FL 33314-7796

Contact Person's Name and Title: Farzanna Haffizulla

PROPOSER'S Telephone and Fax Number: Telephone: 954-262-1192

PROPOSER'S Federal Identification Number: 59-1083502

Number of years your organization has been in business, in this type of work: 40

Have you ever failed to complete work awarded to you. If so, when, where and why?

To the best of my knowledge, we have completed all work awarded.

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

Please refer to three (3) page LOI attached (TAB #4).

Will you subcontract any part of this WORK? If so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor(s).

There are no plans to subcontract any part of this work.

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

N/A

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

N/A

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (5) years. The list shall include all case names; case, arbitration, or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

Please see attachment from Audited Consolidated Financial Statements, Supplementary Information and Reports and Schedules Required By the Uniform Guidance and Chapter 10.650, Rules of the Auditor General (Section 21. Litigation Contingencies).

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

N/A

Has the Proposer, its principals, officers, or predecessor organization(s) been CONVICTED OF a Public Entity Crime, debarred, or suspended from bidding by any government during the last five (5) years? If so, provide details.

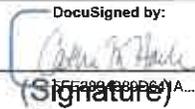
N/A

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER'S qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

Catherine M. Harlan Director, Office of Sponsored Programs

By

DocuSigned by:



April 7, 2021

(Signature)

AUDITED CONSOLIDATED FINANCIAL STATEMENTS,
SUPPLEMENTARY INFORMATION AND REPORTS
AND SCHEDULES REQUIRED BY THE UNIFORM
GUIDANCE AND CHAPTER 10.650, RULES OF THE
AUDITOR GENERAL

Nova Southeastern University, Inc.
Year Ended June 30, 2020
With Reports of Independent Auditors

Ernst & Young LLP



Notes to Consolidated Financial Statements

June 30, 2020 and 2019

As of June 30, 2020, the Museum had proceeds from the sale of artwork from its collection as follows (in thousands):

2008 (Prior to merger)	\$ 813
2009	1,250
2010	20
Total	<u>\$ 2,083</u>

These proceeds must be used to purchase new artwork as the university's collection policy requires that the proceeds from the sale of collection items be used to acquire other items for the collection.

20. Related Parties

The university has engaged services of organizations whose owners are members of NSU's Board of Trustees. During the years ended June 30, 2020 and 2019, the university paid these organizations \$0.1 million. Contribution revenues from related parties, including NSU's Board of Trustees and their related business affiliates, amounted to approximately \$0.8 million and \$1.0 million for the years ended June 30, 2020 and 2019, respectively. As of June 30, 2020 and 2019, pledges receivable from these parties totaled \$34.3 million and \$36.7 million, net of discount, respectively.

Additionally, receivables from employees totaled approximately \$333,000 and \$356,000 as of June 30, 2020 and 2019, respectively, of which \$256,000 and \$271,000, respectively, represents pledges receivable, net of discount.

21. Litigation and Contingencies

The university is the defendant in a putative class action lawsuit alleging that putative class members suffered emotional distress from written notice from the university of an inconsistency in certain prescribed sterilization protocols at a post-graduate orthodontic clinic of the university. Subsequent to June 30, 2020, a provisional settlement has been reached resulting in no material adverse impact to the university's consolidated financial statements based on available insurance coverage.

A number of colleges and universities around the United States, including in the State of Florida, are facing lawsuits filed by parents and students seeking refunds for tuition, fees, room and board and other charges, related to the change to online remote learning as a result of the COVID-19 pandemic (see Note 22), and many seek class action status. In July 2020, the University was named in a putative class action lawsuit of this nature. The University is unable to determine the probability of whether a class will be certified, whether the University will ultimately be held liable, and if liable, the amount of damages, if any, that may be awarded, as well as the extent of insurance coverage that may be available. The University will vigorously defend itself in this matter.

In its normal operations, NSU is a defendant in various other legal actions. Additionally, NSU has contracts and grants with various grantors subject to audit, which could result in disallowance of certain costs. Management is of the opinion that, based on currently known facts and circumstances, the outcome of these matters will not have a material effect on NSU's consolidated financial position or consolidated operating results.

TAB #2
Statement of Capabilities

April 7, 2021

Dear City of Lauderhill,

Thank you for the opportunity to respond to the Letter of Interest to serve as evaluator for City of Lauderhill's proposal to the "U.S. Department of Health and Human Services, Office of Minority Health (OMH) Funding Opportunity: Advancing Health Literacy to Enhance Equitable Community Responses to COVID-19.

You will find our three-page letter of intent under page 4 "Project Approach".

Company Overview:

Nova Southeastern University (NSU) is a majority-minority institution, with students from at least 116 countries around the world. We are also a recognized Minority Serving Institution. NSU is nationally recognized as being among the top five colleges in the U.S. for having the largest number of minority graduate degree recipients, and we are a military friendly designated school. Our economic impact in Florida, across our many campuses throughout the state, is \$3.7 billion.

The Dr. Kiran C. Patel College of Osteopathic Medicine (KPCOM) at Nova Southeastern University was founded in 1981 as the Southeastern College of Osteopathic Medicine. In 1994, Southeastern University merged with Nova University to create Nova Southeastern University. Our public health mission statement, which aligns with this proposal is "To improve the health of the populations through education, research, and service, with emphasis on multicultural and underserved populations." KPCOM has 150 full-time faculty and 1200 adjunct professors associated with KPCOM.

Name, Address and Telephone number

Nova Southeastern University, Kiran C. Patel College of Osteopathic Medicine
3200 South University Drive
Fort Lauderdale, FL 33328
954-541-6682

Principal Contact:

Farzanna S. Haffizulla, M.D., FACP FAMWA, Office (954) 262-1192 | Cell (954) 295-2050, fhaffizull@nova.edu

Number of years in business: 40

We look forward to working with you on this important community project.

Regards,

Farzanna S. Haffizulla MD FACP FAMWA

TAB #3
Specific Related Experience of the Firm

Please refer to the Letter of Intent (Tab #4) for additional detail:

1. **Name:** Caribbean Diaspora Healthy Nutrition Outreach Project.
Location: Broward County, FL
Brief Description including target population: This project aims to reduce obesity, diabetes, and related comorbidities in the dense Caribbean immigrant population of South Florida by creating culturally, visually and linguistically appropriate healthy living materials reflecting the preferences from our Caribbean community.
Key Personnel: Farzana Haffizulla MD FACP FAMWA, Patrick Hardigan, PhD
Owner Representative: Nova Southeastern University, Farzana Haffizulla MD, Nova Southeastern University, Dr. Kiran C. Patel College of Osteopathic Medicine; 3200 South University Drive, Fort Lauderdale, FL 33328
Contact: Telephone: (954) 262-1192
Start and Completion Dates: Phase 1 – 07/01/2018 – 08/01/2019; Phase 2 - 08/01/2019 to present
2. **Name:** TOUCH: Transforming Our Communities Health (CDC funded Community Transformation Grant. Subaward through Broward Regional health Planning Council).
Location: Broward County, FL
Project Description: The goals of the Community Transformation Grant focuses on supporting public health efforts to reduce chronic diseases, promote healthier lifestyles, reduce health disparities, and control health care spending, with a lens on reducing health disparities among underserved population in Broward County.
Key Personnel: Nicole Cook, PhD (Evaluation lead)
Owner Representative: Broward Regional Health Planning Council, Michael DeLucca, 200 Oakwood Lane, Suite 100, Hollywood FL, 3020. Telephone: 954-561-9681
Start and Completion Dates: 10/01/11-12/30/14
3. **Name:** Using Patient Experience to Enhance Promising Practices in Health Center Medical Homes. Funded by Health Foundation of South Florida.
Location: Broward and Miami-Dade Counties, Florida
Project Description: Through this project we sought to understand, engage and collaboratively identify culturally appropriate and feasible opportunities to improve the experience of vulnerable populations seeking care in Health Centers, a national primary care safety-net system of care.
Key Personnel: Nicole Cook, Project Director
Owner Representative: Health Foundation of South Florida. Janisse Rosario Schoepp, 2 Biscayne Boulevard, Suite 1710, Miami, FL 33131. Telephone: 305-374-7200
Start and Completion Dates: 9/1/2013 – 8/31/2015
4. **Name:** Racial and Ethnic Disparities in COVID-19 Outcomes: Social Determination of Health.
Location: Public Database Accessed, work conducted at Nova Southeastern University, Broward County, Florida
Project Description: In this project, we elucidated factors contributing to increased COVID-19 incidence and mortality in minority and underserved populations. In addition, we sought to understand the effectiveness of public health measures on reducing the incidence of COVID-19.
Key Personnel: Farzana Haffizulla MD FACP FAMWA
Owner Representative: Nova Southeastern University, Farzana Haffizulla MD, Nova Southeastern University, Dr. Kiran C. Patel College of Osteopathic Medicine; 3200 South University Drive, Fort Lauderdale, FL 33328
Contact: Telephone: (954) 262-1192
Start and Completion Dates: 07-17-2020 – 10-01-2020
5. **Name:** Empowering Parents for Student Success/ Empoderar Padres Para el Exito de sus Hijos
Location: Broward County, Florida
Project Description: Through this project we work with community partners to develop behavioral wellness programming, delivered monthly in collaboration with Broward County Public Schools ECOL/Translation Department, with a goal of increasing behavioral health literacy and health seeking behaviors among parents with limited English. Programming is delivered in Spanish, Portuguese and Haitian Creole.
Key Personnel: Nicole Cook, Project Director
Owner Representative: Florida Blue Foundation, Susan F. Wildes, 4800 Deerwood Campus Parkway, Jacksonville, FL 32246, Telephone: 904-905-3045
Start and Completion Dates: 1/1/2020-12/31/2022

TAB #4
Letter of Intent

1) Staff Profile;

Our proposed team has been carefully selected based on their commitment to working with diverse populations in South Florida, minority representation, health literacy expertise and experience applying the principals of CLAS.

Nicole Cook, PhD, MPA –Evaluation Lead. Dr. Cook is an epidemiologist and public health administrator with 20+ years of program implementation and evaluation of initiatives serving underserved populations in South Florida. She led several community-based evaluations of similar size, scope and importance funded through government and non-profit organizations, all of which included a focus on health literacy in the context of health promotion, patient-provider communication, and/or health care access. She will serve as the administrative director of the evaluation and will have overall responsibility for evaluation methodology, task completion, budget management and staff coordination. She is committed to mentoring junior faculty on this project to support robust community program evaluation capacity building.

Farzanna Haffizulla, MD –Co-Lead – Dr. Haffizulla is the Chair of the Department of Internal Medicine, AMWA past president and Founder of the American Medical Women’s Association Preventive Medicine Task Force where she and her team worked with the Office of the Surgeon General to promote the National Prevention Strategic Plan. She is a NIH OMH thought leader around defining strategies to enhance the participation of minorities in research. Currently, she leads studies focused on health disparities, social determinants of health and promoting culturally sensitive health education among minorities. Her published work outlining COVID-19 incidence/mortality in racial and ethnic disparities was recently cited by CDC’s MMWR. She co-chairs the City of Lauderhill’s (CoL) Health and Prosperity Partnership.

Ray Ownby, MD, PhD – Dr. Ownby is Professor and Chair of the Department of Psychiatry and Behavioral Medicine. He has extensive research experience in health literacy, having completed projects with older persons (National Institute on Aging), persons with HIV infection (National Institute of Mental Health), diverse populations including Spanish speakers (National Heart Lung and Blood Institute), and persons with low health literacy. Dr. Ownby will work with the evaluation team in developing criteria for use in assessing progress toward project goals. He will also provide consultation on health literacy aspects of the program to be developed, including staff training, written and digital communications, and efforts to create a health literate organization, ensuring that patients have access to needed information and services.

Maria Montoya, PhD, MPH - Dr. Montoya has over 10 years of experience working in public health in the areas of health literacy, chronic disease and health disparities. Dr. Montoya has worked with diverse communities to develop programs aimed at heart health, vaccine access, cancer screenings, food insecurity and issues related to domestic violence.

Bindu Mayi, M.Sc., PhD - Dr. Mayi has taught virology and bacteriology to health professions students for over 13 years. Throughout the pandemic, Dr. Mayi has appeared on multiple panels attended by healthcare and public officials, including representatives from the CDC, and has given over 70 media interviews on SARS-CoV-2 and COVID-19 to date.

Stacey Pinnock, DHSc, MSW – Dr. Pinnock has led multi-site evaluation activities including focus groups and walkability studies. As a visible minority, she has a special interest in minority health. She joined the editorial team of the monthly newsletter at her place of worship to promote health literacy in an Afro-Caribbean population in Miami Gardens.

Christi Navarro, PhD. - Dr. Navarro’s experience includes administrating and evaluating data-driven programs in government and non-profit organizations with a focus on mental health and risk behaviors among adults and youth from minority and underserved populations. She has expertise in health literacy and data collection with minority communities.

Alina Perez, JD, MPH, LCSW – Dr. Perez is an expert in health care law as applied to individual rights among vulnerable populations. She has a strong background working with minority populations to increase health literacy with physician communication, end-of-life choices and chronic disease.

Oyindamola Akinso, Dr.PH, MPH – Dr. Akinso is a Certified Health Education Specialist and brings significant expertise applying and evaluating health literacy principals to social marketing among vulnerable populations in U.S. and abroad.

Kerriann Peart, PhD, MPH – Dr. Peart is originally from Jamaica with whom she currently works on health literacy and disease management projects, while spearheading several health literacy initiatives with youth and adults in the U.S.

Evaluation Coordinator (1FTE) and Data Analyst (1FTE)– To be hired upon project award

(2) Describe institution staff experience in developing quality assurance and/or evaluation services;

Dr. Kiran C. Patel College of Osteopathic Medicine at Nova Southeastern University has a long history of collaborating with our community to design, support and evaluate health literacy, outreach and diverse programming to improve the communities in which we all live, work and play. Our proposed team has a wealth of experience with process and outcome evaluation. Select examples of staff experience include the Caribbean Diaspora Healthy Nutrition Outreach Project (Dr. Haffizulla), established to provide patients improved access to culturally appropriate and nationally recognized health education, resources and care to help prevent chronic disease. Dr. Haffizulla works with the CoL as co-chair of the City's Health and Prosperity Partnership to expand this project to capture social determinants of health in the diverse Lauderhill community. Another example is Florida Blue Foundation funded Empoderar Padres Para el Exito de sus Hijos (Dr. Cook) which seeks to evaluate and improve health seeking behaviors of mental health among over 20,000 parents whose primary language is Spanish, Portuguese or Haitian Creole, in collaboration with Broward County Public Schools ESOL/Translation Department. A final example is our team's experience working closely with Broward Regional Health Planning Council (Dr. Cook and other public health faculty) and more than 15 community partners to conduct a robust evaluation of CDC-funded TOUCH initiatives including patient centered medical home transformation, second-hand smoke housing policies and nutrition standards in childcare centers. Outcomes from each of these evaluation initiatives have been disseminated widely in national conferences and peer-reviewed journals. With regards to outreach activities, NSU KPCOM has a medical outreach program specifically designed to provide service to underserved populations. Service to our community to improve health equity with a focus on addressing the social determinants of health is a core part of the KPCOM mission and all faculty, staff and students are held accountable to demonstrate commitment to this mission through service in our community.

(3) Prior community health-based engagements that were undertaken and completed

Example 1, Name: TOUCH: Transforming Our Communities Health (CDC funded Community Transformation Grant. Subaward through Broward Regional health Planning Council). **Program Time period:** 10/01/11-12/30/14

Brief Description including target population: The goals of the Community Transformation Grant focuses on supporting public health efforts to reduce chronic diseases, promote healthier lifestyles, reduce health disparities, and control health care spending, with a lens on reducing health disparities among underserved population in Broward County.

Example 2: Name: Fecal Incontinence in Primary Care Consortium. Contract through Patient Centered Outcomes Research Institute (PCORI). **Program Time Period:** 8/1/2017- 7/31/2018

Brief Description including target population: Through this award we engaged patients and stakeholders to develop research aims and to develop and test health promotion materials (developed collaboratively in English, Spanish and Haitian Creole according to CLAS) in primary care settings dedicated to serving underserved populations.

Example 3: Name: Using Patient Experience to Enhance Promising Practices in Health Center Medical Homes. Funded by Health Foundation of South Florida. **Program Time Period:** 9/1/2013 – 8/31/2015

Brief Description including target population: Through this project we sought to understand, engage and collaboratively identify culturally-appropriate and feasible opportunities to improve the experience of vulnerable populations seeking care in Health Centers, a national primary care safety-net system of care.

Example 4: Name: Caribbean Diaspora Healthy Nutrition Outreach Project. **Program Time Period:** Phase 1 – 07/01/2018 – 08/01/2019; Phase 2 - 08/01/2019 to present

Brief Description including target population: This project aims to reduce obesity, diabetes and related co-morbidities in the dense Caribbean immigrant population of South Florida by creating culturally, visually and linguistically appropriate healthy living materials reflecting the preferences from our Caribbean community.

Example 5: Name: Racial and Ethnic Disparities in COVID-19 Outcomes: Social Determination of Health. **Program Time Period:** 07-17-2020 – 10-01-2020

Brief Description including target population: In this project, we elucidated factors contributing to increased COVID-19 incidence and mortality in minority and underserved populations. In addition, we sought to understand the effectiveness of public health measures on reducing the incidence of COVID-19.

(4) Describe your proposed approach, methodology, and related timeline;

In our experience, similar government-funded large-scale projects often have recommended standards and approaches to combine evaluation findings across funded projects. If this is the case, we are committed to working with OMH and other funded partners to adapt our evaluation approach for multi-level analyses.

We will conduct process evaluation using the Rapid Cycle Quality Improvement (RCQI) framework based on the model of improvement developed by Thomas Nolan, PhD and colleagues. This framework, which incorporates the PDSA (Plan, Do, See Act¹) model for process improvement, is based on three fundamental questions: What are we trying to accomplish? How will we know that a change is an improvement? And, What change can we make that will result in improvement²? This approach has been applied to several large-scale evaluations conducted by our team of similar scope as this current project. Performance reporting and monitoring will provide critical information for the program fidelity assessment, which will be the key driver to identify initiatives that can be addressed through thoughtful RCQI initiatives.

We will conduct fidelity monitoring and adherence to workplan and National CLAS Standards through program and stakeholder interviews, incorporating not just standardized monitoring of program activities but also personal perceptions, review of program data and through monthly evaluation meetings with the project team. Program fidelity will include the following activities:

1. Monthly review of program data (secondary data)
2. Monthly review and feedback session with project team to assess workplan activities, including staffing, resources and timelines.
3. Monthly review of utilization of proposed interventions (reach and adoption)
4. Structured discussion of proposed to actual workplan activities divergence/gaps with documentation in a “Gaps” worksheet.
5. Collection and analysis of primary data to more deeply understand adoption of the program by students, faculty and sites and overall performance evaluation. This data will include monthly feedback sessions with project team as well as primary data collection with the target population (community members, providers, stakeholders, and others identified by the project team/Advisory Board.)

We will conduct outcome evaluation with a lens towards assessing 1) improvement in the context of related HealthyPeople 2030 personal and organizational health literacy objectives and the immunization objective and 2) changes in the access, use and outcomes of COVID-19 vaccination, testing, and related funded activities. As CoL refines the approach, we will work closely and collaboratively with the project team to identify appropriate HealthyPeople objectives that will be assessed through one or more of the following evaluation methods, to be modified as we learn more about the approach: intercept surveys, walkability surveys, household surveys (either via phone, SMS or on-foot) using a modified CASPER approach with two-stage cluster sampling, focus groups and social media evaluation.

Timeline:

Task	Timeline
Refine and finalize, with CoL and OMH collaboration, evaluation questions and timeline	M1
Refine evaluation methods and workplan	M2
Implement ongoing process evaluation (RCQI and fidelity monitoring)	M3 and ongoing
Implement outcome evaluation	M3 and ongoing
Quarterly evaluation reports (*annual report Q4 and Q8)	Q2, 3, 4, and ongoing

(5) Provide a proposed Budget over a two-year project period.

Due to the short response timeline, the evaluation team has not reviewed the proposed CoL workplan, scope or logic model. As a result, we are only able to estimate the budget currently. The NSU team looks forward to developing a more detailed budget in-line with CoL project needs. The proposed budget at this time, incorporating monthly team meetings and weekly task meetings by objective, primary data collection in the community, primary and secondary data analysis, quarterly reporting, and support with dissemination is 10%-15% of the program budget: \$200-300k per program year.

¹ Langley GJ et al. The Improvement Guide: A Practical Approach to Enhancing Organizational Performance. 2nd ed. San Francisco, CA: Jossey-Bass; 2009.

² Rapid Cycle Quality Improvement. (n.d.) HRSA. https://www.healthworkforceta.org/wp-content/uploads/2016/06/RCQI_Resource_Guide.pdf

TAB #5
ATTACHMENTS

1. Non-Collusive Affidavit (Attachment "B")
2. Confirmation of Drug-Free Workplace (Attachment "C")
3. Certified Resolution (Attachment "D")
4. Certificate of Insurance, and Licenses

ATTACHMENT "B"
NON-COLLUSIVE AFFIDAVIT

STATE OF Florida
COUNTY OF Broward

Catherine M. Harlan, Director of Sponsored Programs being first duly sworn
deposes and says that:

Proposer is Nova Southeastern University, on behalf of Dr. Kiran C. Patel College
of Osteopathic Medicine)
(Owner, Partner, Officer, Representative, or Agent)

Proposer is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid.

Such submittal is genuine and is not a collusive or sham submittal.

Neither the said proposal nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other proposal, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any proposer, firm, or person to fix the price or prices in the attached proposal or any other proposer, or to fix any overhead, profit, or cost element of the Proposal Price or the Proposal Price of any other proposal, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached proposal are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

DocuSigned by:
Catherine Harlan
By 692750671DAF4F8...

Subscribed and sworn to before me this 7th day of April, 2021. April 7, 2021

WENDY GORDEN
Notary Public-State of Florida
Commission # GG231516
Commission Expires 6/21/2022

DocuSigned by:
Wendy Gordon
Notary Public (Signature)
6/21/2022
My Commission Expires

Broward
Florida

ATTACHMENT "C" CONFIRMATION OF DRUG-FREE WORKPLACE

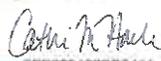
In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibitions.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or Contractual services that are under Bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or Contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after the conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

A signed copy of your Drug-Free Workplace Policy must be attached to this signed copy and submitted with the Bid Documents.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

DocuSigned by:



April 7, 2021

Director, Sponsored Progr

Vendor's Signature

Coronavirus (COVID-19) Updates: Get the Latest Information

HUMAN RESOURCES

[NSU Home](#) [Human Resources](#) [Employee Policy Manual](#)



Drug- And Alcohol-Free Workplace Policies

Issue Date: September 15, 2010

Overview

NSU maintains a work and educational environment that is safe for its employees and conducive to high work standards. Additionally, NSU complies with all appropriate federal, state and local regulations regarding substance use in the workplace.

Policy Statement

Any individual who conducts business for NSU, is applying for a position or is conducting business on NSU property is covered by our drug and alcohol free workplace policy. This policy includes, but is not limited to, full-time employees, part-time employees, off-site employees, contractors, volunteers and interns.

The workplace is presumed to include all NSU premises where the activities of NSU are conducted.

The following conduct is prohibited by all employees:

- the use, possession, manufacture, distribution, dispensation, sale, attempt to sell, or being under the influence of illegal controlled substances on campus or off campus;
- the illegal or unauthorized use of prescription drugs;
- the possession, distribution, sale, or attempt to sell alcoholic beverages on duty, other than as part of assigned job duties;
- the unauthorized use, or being under the influence, of alcoholic beverages on duty;

- the use of alcohol off duty that adversely affects the employee's work performance, his or her own or other's personal safety, or NSU's reputation in the community

Failure to comply with the NSU alcohol and substance abuse policies may result in appropriate corrective action, up to and including criminal prosecution as well as immediate termination. For individuals who are not NSU employees but who perform work at NSU for its benefit (i.e. independent contractors, temporary employees provided by agencies, volunteers, and so forth) failure to comply with the NSU alcohol and substance abuse policies may result in refusal or disallowance from further work for and at NSU.

Policy Application

NSU exercises the right to establish drug and/or alcohol search and screening procedures consistent with applicable local, state, and federal laws and where deemed necessary. An employee may be required to submit to an alcohol and/or drug test if reasonable suspicion exists. Supervisors must contact the OHR immediately when there is reasonable suspicion that an employee is under the influence of alcohol or illegal drugs or otherwise impaired in their performance due to the use of prescription drugs. Employees who are directed to submit to such tests and refuse or fail to do so when asked will be subject to immediate termination for insubordination. The alcohol and/or drug test must be completed within two hours; transportation will be provided.

Depending on the nature of the position, employees who test positive for alcohol or illegal drugs may be referred to NSU's Employee Assistance Program (EAP) for professional assistance or may result in appropriate corrective action, up to and including criminal prosecution as well as immediate termination. In such cases where the employee is offered an opportunity to participate in rehabilitation, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment. Employees who refuse such assistance or who fail to follow the treatment outlined for their recovery are subject to termination. Further, an employee who has successfully completed his or her defined treatment plan but who later tests positive for alcohol or illegal drugs will be subject to corrective action up to and including immediate termination of employment.

Positions deemed safety-sensitive are subject to random alcohol and/or drug testing. Random testing must be completed within two hours of request.

Safety-sensitive positions include, but are not limited to the following classes of jobs:

- Positions requiring employees, students, or anyone who provides transportation to athletes, students, clients, patients, etc., as a requirement of their position comprising 25% or more of their work load regardless of whether they are operating and NSU owned or leased vehicle, personal vehicle, shuttle bus or other commercial vehicle.
- Positions requiring employees, students, or anyone who provides transportation of equipment or services as a requirement of their position comprising 25% or more of their work load regardless of whether they are operating an NSU owned or leased vehicle, personal vehicle, shuttle bus or other commercial vehicle;
- Public Safety Officers;
- Individuals operating any vehicle for company purposed requiring a commercial driver's license (CDL); or
- Any position held by an employee so designated by an authorized representative from the NSU Office of Human Resources to ensure continued compliance with Federal, State, or local regulation or law.

NSU reserves the right to modify the list of identified "safety sensitive positions" to ensure continued vitality of a comprehensive drug and alcohol program.

All drug-testing information will be maintained in separate confidential records.

Responsibilities

NSU recognizes that drug addiction is an illness that requires professional assistance or treatment. Assistance for recovery from such illnesses is available through the EAP or NSU health plan. Please contact OHR to discuss in confidence any issues that fall within the provisions of this policy.

Employees must notify OHR of any criminal conviction related to drug activity in the workplace within five days after such conviction. If the individual is supported by a federal grant or contract, NSU must notify the appropriate government agency within 10 days after receiving such notice as required by the provisions of the federal Drug-Free Workplace Act of 1988.

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**ATTACHMENT "D"
CERTIFIED RESOLUTION**

See attached Corporate Resolution
signed by the Assistant Secretary to the
Board of Trustees

I, _____, the duly elected Secretary
(Person's name)

of _____, a corporation organized
and _____ (Business Name)

existing under the laws of the State of _____

do hereby certify that the following Resolution was unanimously adopted and
passed by a quorum of the Board of Directors of the said corporation at a meeting
held in accordance with law and the by-laws of the said corporation.

"IT IS HEREBY RESOLVED THAT _____"
(Person's name)

The duly elected _____ of _____
(Title of Officer) (Business
Name)

is hereby authorized to execute and submit a Bid and Bid Bond, if such bond is
required, to the City of Lauderhill and such other instruments in writing as may be
necessary of behalf of the said corporation; and that the Bid, Bid Bond, and other
such instruments signed by him/her shall be binding upon the said corporation as
its own acts and deeds. The secretary shall certify the names and signatures of
those authorized to act by the foregoing resolution.

The City of Lauderhill shall be duly protected in relying upon such certification of
the secretary and shall be indemnified and saved harmless from any and all claims,
demands, expenses, loss or damage resulting from or growing out of honoring, the
signature of any person so certified or for refusing to honor any signature not so
certified.

I further certify that the above resolution is in force and effect and has not been
revised revoked or rescinded.

I further certify that the following are the name, titles, and official signatures of
those persons authorized to act by the foregoing resolution:

NAME	TITLE	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**NOVA SOUTHEASTERN UNIVERSITY, INC.
CORPORATE RESOLUTION**

WHEREAS, it is necessary in the ordinary course of business to provide an orderly mechanism concerning signatory authority for the execution of contracts on behalf of Nova Southeastern University, Inc. ("NSU").

NOW, THEREFORE, BE IT RESOLVED, that contracts may include any type of written, oral or electronic obligation meant to be binding on NSU and contained in any document, however titled ("Contracts"). Such Contracts include, but are not limited to, agreements, contracts, letters of intent, memorandums of understanding, leases, licenses, settlements, deeds, assignments, certificates, instruments, addendums, and amendments.

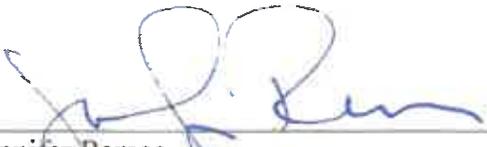
BE IT FURTHER RESOLVED, that the Board of Trustees of NSU has the authority to bind the University, and has delegated its authority to execute Contracts on behalf of NSU, subject to prior legal and other review, as set forth in NSU policies and procedures, in connection with the University's business activities as follows:

- a) The President & Chief Executive Officer and the Executive Vice President & Chief Operating Officer, may, with limited exceptions as delineated by the Board of Trustees in the NSU Corporate Resolution dated May 2nd, 2014 (Exhibit A), enter into and execute any document that is deemed necessary to carry forward the business of NSU;
- b) The Senior Vice President for Translational Research and Economic Development, Vice President for the Office of Research and Technology Transfer, and/or the Director of the Office of Sponsored Programs are authorized to execute grants, research Contracts, sponsored program Contracts, technology transfer Contracts and related Contract documents;
- c) With respect to the Contracts referenced in item b above that relate to sponsored projects, individuals authorized to sign required annual and final fiscal reports/requests for payment are: the Manager or Associate Manager of Contracts & Grants Accounting, Associate Controller, University Controller or the Vice President for Finance & Chief Financial Officer. Individuals authorized to sign routine billing, financial reports, and process online report submissions include both the Project Director/Principal Investigator and the Manager or Associate Manager of Contracts & Grants Accounting Department;
- d) The Vice President, Dean, or the head of a division (currently the Health Professions Division and the Museum of Art Division) is authorized to execute Contracts with a value of less than \$15,000; and

- e) The Chancellor of the Health Professions Division, Dean of a Health Professions Division College or University Provost is authorized to execute Clinical Rotation Affiliation Contracts. Some Clinical Rotation Affiliation Contracts may require execution by either the President/Chief Executive Officer or the Executive Vice President/Chief Operating Officer as determined by NSU's Office of Legal Affairs.

I, Jennifer Ramos, Assistant Secretary to the Board of Trustees of Nova Southeastern University, Inc., do hereby certify that the above is a true and correct copy of a resolution unanimously adopted at a meeting of the Board of Trustees of Nova Southeastern University, Inc., held on May 6, 2016, at which a quorum was present and voted. I further certify that the above resolution continues in full force and effect.

IN WITNESS WHEREOF, I have hereunto affixed my hand and the seal of the corporation this 9th day of May, 2016.



Jennifer Ramos
Assistant Secretary to the Board of Trustees

Corporate Seal

Given under my hand and the Seal of the said corporation

This _____ day of _____, 20_____

By: _____
Secretary

(SEAL)

Corporate Title

NOTE:

The above is a suggested form of the type of Corporate Resolution desired. Such form need not be followed explicitly, but the Certified Resolution submitted must clearly show to the satisfaction of the City of Lauderhill that the person signing the Bid and Bid Bond for the corporation has been properly empowered by the corporation to do so, on its behalf.

