


# East Lake Tarpon Special Fire Control District

	<i>SOP 108.1a Contracting for Professional Services (CCNA)</i>	
	Implementation Date: 05/2003	Revision Date(s): 07/02/2009
		Reviewed Date(s):
	Forms or Attachments: None	

See Checklist on Page 2

## CERTIFICATION REQUIREMENTS CHECKLIST

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

- \_\_\_\_\_ Proof of the firm being licensed in the State of Florida
- \_\_\_\_\_ A copy of the firm's Florida Department of Business and Professional Regulation's License to Practice.
- \_\_\_\_\_ If a corporation, a copy of the Florida Secretary of State's Corporation Registration
- \_\_\_\_\_ If applicable, proof of the firm's certification as a Minority Business Enterprise as provided by the Florida Small and Minority Business Assistance Act of 1985.
- \_\_\_\_\_ Proof of professional liability insurance.
- \_\_\_\_\_ A current SF-254 (federal standard form) with all sections completed.
- \_\_\_\_\_ Resumes of the firm's significant owners, officers, or principals in charge.

Comments:

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Certification Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Certification Approval: \_\_\_\_\_ Date: \_\_\_\_\_