

TAB 4

B. Scope of Work

SECTION 3 – TECHNICAL SPECIFICATIONS

3.01 General Description of Services to be Provided:

Review and process product approval and product entity documentation for compliance with Rule 9B-72, Florida Product Approval, F.A.C., and Chapter 120, Florida Statutes.

MS **Ted Berman and Associates, LLC has read, understands, and agrees to meet requirements**

3.02 Contractor Staff Requirements:

A. Contractor's staff that perform application reviews shall be licensed pursuant to Chapter 468, 471, 481 (Part I), with a minimum of five (5) years experience in the structural provisions of the Florida Building Code, or five (5) years experience in building code enforcement and application, or five (5) years experience in the State Product Approval System.

MS **Ted Berman and Associates, LLC has read, understands, and agrees to meet requirements**

B. Criminal Records Check

Contractor shall provide background checks for all employees associated with this contract, to be submitted within ten calendar days of contract execution or employment, to the Department.

MS **Ted Berman and Associates, LLC has read, understands, and agrees to meet requirements**

3.03 Reporting Requirements:

The Contractor will be required to compile various data, including but not limited to the following, and provide the following information to the Department's Contract Manager:

1. Number of applications received/reviewed 10 days prior to the Commission meeting.
 2. Number of applications notified within 30 days of apparent errors or deficiencies.
 3. Number of applications submitted to the POC.
 4. Number of applications approved by the Commission.
 5. Number of applications denied by the Commission.
 6. Report on deferred or approved contingent applications by the Commission.
- Items 1-3 will be submitted to the Department no later than 2 working days after public comment deadline. Items 4-5 will be submitted to the Department no later than 3 working days after Commission action. Item 6 will be submitted to the Department no later than 30 days after Commission action.

MS **Ted Berman and Associates, LLC has read, understands, and agrees to meet requirements**

TAB 4 B. Scope of Work (Page 2)

3.04 Scope of Work:

The purpose of this ITN is to solicit a contractor with the requisite license and documented work experience in the structural provisions of the Florida Building Code (FBC), building code enforcement and application, or, in building code product approval and evaluation or in the State Product Approval System (PAS), to review and process product approval and product entity documentation for compliance with Rule 9B-72, Florida Product Approval, F.A.C., and Chapter 120, Florida Statutes.

TB Ted Berman and Associates, LLC has read, understands, and agrees to meet requirements

3.05 Department Responsibilities:

- A. Provide the Contractor written notice of any alterations or changes that impact the PAS.
- B. Maintain and upgrade the BCIS and Rule 9B-72.
- C. Staff the POC and the Commission meeting.
- D. Provide technical assistance to consumers and manufacturers on the Florida Building Code and Rule 9B-72.

TB Ted Berman and Associates, LLC has read, understands, and agrees to meet requirements

3.06 Contract Administration:

The Contractor shall designate a senior representative to oversee all activities under the resulting contract. The Contractor shall provide this information to the Contract Manager upon contract execution.

Ted Berman and Associates, LLC has read, understands, and agrees to meet requirements in Sections 3.01 to 3.06

Signed by:

Theodore Berman

Theodore Berman, Manager

being duly sworn deposes and says that the information herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this 31st day of January, 2010

Notary Public:

[Signature]

My Commission Expires: _____

