

**RTQ 2020-010**  
**Professional Tennis Instructors**

**John McLean**

**2475 Brickell Ave #903**  
**Miami, Florida 33129**

**786-406-9689**  
**[jmcleantennis@yahoo.com](mailto:jmcleantennis@yahoo.com)**  
**6/14/2020**

# Table of Contents:

Title Page.....	page 1
Table of Contents.....	page 2
Professional Acknowledgement Form.....	page 3
Solicitation Submission Checklist.....	page 4, 5
Professional's Affidavit and Schedule A-H.....	page 6, 7
Professional Resume.....	pages 8, 9, 10
Professional Certifications.....	page 11
Proof of Insurance.....	page 12
Report Card.....	pages 13, 14
Schedule D.....	page 15
Schedule G.....	pages 16, 17
Schedule H.....	page 18

# CITY OF CORAL GABLES, FL

2800 SW 72<sup>nd</sup> Avenue, Miami, FL 33155  
 Finance Department / Procurement Division  
 Tel: 305-460-5102 / Fax: 305-261-1601

## PROFESSIONAL'S ACKNOWLEDGEMENT

<p><b>RTQ Title: Professional Tennis Instructors</b></p> <hr/> <p><b>RTQ No. 2020-010</b></p> <p>A cone of silence is in effect with respect to this RTQ. The Cone of Silence prohibits certain communication between potential vendors and the City. For further information, please refer to the City Code Section 2-1027 of the City of Coral Gables Procurement Code.</p>	<p><b>Electronic submittals must be received prior to 2:00 p.m., Wednesday June 17, 2020 via PublicPurchase; and are to remain valid for 120 calendar days. Submittals received after the specified date and time will not be opened.</b></p> <p>Contact: Letrice Y. Smith              Title: Procurement Specialist              Telephone: 305-460- 5121              Email: <a href="mailto:Lsmith@coralgables.com">Lsmith@coralgables.com</a>              / <a href="mailto:contracts@coralgables.com">contracts@coralgables.com</a></p>
---	--

Professional's Name: <b>John McLean</b>	FEIN or SS Number: <b>048-68-0651</b>
Complete Mailing Address: <b>2475 Brickell Ave #903 Miami, FL. 33129</b>	Telephone No.:
Indicate type of organization below: Corporation: ___ Partnership: ___ Individual: <input checked="" type="checkbox"/> Other: ___	Cellular No.: <b>786-406-9689</b>
	Fax No.:
	Email: <b>jmcleantennis@yahoo.com</b>

**ATTENTION: THIS FORM ALONG WITH ALL REQUIRED RTQ FORMS MUST BE COMPLETED, SIGNED (PERFERABLY IN BLUE INK), AND SUBMITTED WITH THE RESPONSE PRIOR TO THE SUBMITTAL DEADLINE. FAILURE TO DO SO MAY DEEM PROFESSIONAL AS NON-RESPONSIVE.**

THE PROFESSIONAL CERTIFIES THAT THIS SUBMITTAL IS BASED UPON ALL CONDITIONS AS LISTED IN THE RTQ DOCUMENTS AND THAT THE PROFESSIONAL HAS MADE NO CHANGES IN THE RTQ DOCUMENT AS RECEIVED. THE PROFESSIONAL FURTHER AGREES IF THE RESPONSE IS ACCEPTED, THE PROFESSIONAL WILL EXECUTE AN APPROPRIATE AGREEMENT FOR THE PURPOSE OF ESTABLISHING A FORMAL CONTRACTUAL RELATIONSHIP BETWEEN THE PROFESSIONAL AND THE CITY OF CORAL GABLES FOR THE PERFORMANCE OF ALL REQUIREMENTS TO WHICH THIS RTQ PERTAINS. FURTHER, BY SIGNING BELOW PREFERABLY IN **BLUE INK**, ALL RTQ PAGES ARE ACKNOWLEDGED AND ACCEPTED AS WELL AS ANY SPECIAL INSTRUCTION SHEET(S) IF APPLICABLE. THE UNDERSIGNED HEREBY DECLARES (OR CERTIFIES) ACKNOWLEDGEMENT OF THESE REQUIREMENTS AND THAT HE/SHE IS AUTHORIZED TO BIND PERFORMANCE OF THIS RTQ FOR THE ABOVE PROFESSIONAL.

  
Authorized Name and Signature
Title
6-15-20  
Date



# SOLICITATION SUBMISSION CHECKLIST

Request to Qualify (RTQ) No. 2020-010

COMPANY NAME: (Please Print): John McLean  
Phone: 786-406-9689 Email: jmcleantennis@yahoo.com

Please provide the PAGE NUMBER in the blanks provided as to where compliance information is located in your Submittal for each of the required submittal items listed below:

## SUBMITTAL - SECTION I: TITLE PAGE, TABLE OF CONTENTS, REQUIRED FORMS, AND MINIMUM QUALIFICATION REQUIREMENTS.

- 1) Title Page: Show the RTQ number and title, your full name, address, telephone number, contact information including telephone, e-mail address, and date. PAGE # 1
- 2) Provide a Table of Contents in accordance with and in the same order as the respective "Sections" listed below. Clearly identify the material by section and page number. PAGE # 2
- 3) Fill out, sign, and submit the Professional's Acknowledgement Form. PAGE # 3
- 4) Fill out and submit the Solicitation Submission Check List. PAGE # 4,5
- 5) Fill out, sign, notarize (as applicable), and submit the Professional's Affidavit and Schedules A through H. 6, 7
- 6) Minimum Qualification Requirements: submit detailed verifiable information affirmatively documenting compliance with the Minimum Qualifications Requirements shown in Section 3. PAGE # 8, 9, 10
- 7) Indicate whether the Professional is a State of Florida and/or County Certified Small Business or Minority Business Enterprise. If so, indicate the certifying organization or jurisdiction and include a copy of the certification with your submittal. PAGE # N/A

## SUBMITTAL - SECTION II: EXPERIENCE AND QUALIFICATIONS

- 1) Provide a complete history and description of your experience with Tennis Employment, including, but not limited to; the number of years in tennis and list of places that you have worked/coached. Provide the names of at least three (3) references, not related to you that can verify your experience. Including their contact name, company name (if applicable), address, telephone number and email. PAGE # 8, 9, 10
- 2) Provide evidence of any and all Professional Certifications with any and all Tennis organizations, including the United States Professional Tennis Association (USPTA), United States Tennis Association (USTA), and the Professional Tennis Registry (PTR). Evidence can be in the form of certificate copies, organization correspondence, or other organization documents. PAGE # 11

**--NOTICE--**

**BEFORE SUBMITTING YOUR RTQ RESPONSE MAKE SURE YOU:**

- 1. Carefully read and have a clear understanding of the RTQ, including the Scope of Services and enclosed Professional Services Agreement (*draft*).
- 2. Carefully follow the Submission Requirements outlined in Section 6 of the RTQ.
- 3. **Prepare and submit a RESPONSE electronically via PublicPurchase.**
- 4. Make sure your Response is submitted prior to the submittal deadline. **Late responses will not be accepted.**

**FAILURE TO SUBMIT THIS CHECKLIST AND THE REQUESTED DOCUMENTATION MAY RENDER YOUR RESPONSE SUBMITTAL NON-RESPONSIVE AND CONSTITUTE GROUNDS FOR REJECTION. THIS PAGE IS TO BE RETURNED WITH YOUR RESPONSE PACKAGE.**

**PROFESSIONAL'S AFFIDAVIT**

**SOLICITATION:** PROFESSIONAL TENNIS INSTRUCTORS – RTQ 2020-010

**SUBMITTED TO:** City of Coral Gables  
Procurement Division  
2800 SW 72 Avenue  
Miami, Florida 33155

The undersigned acknowledges and understands the information contained in response to this solicitation and the referenced Schedules A through H shall be relied upon by Owner awarding the contract and such information is warranted by the Professional to be true and correct. The discovery of any omission or misstatements that materially affects the Professional's ability to perform under the contract shall be cause for the City to reject the solicitation submittal, and if necessary, terminate the award and/or contract. I further certify that the undersigned name(s) and official signatures of those persons are authorized as (*Owner, Partner, Officer, Representative or Agent of the Professional that has submitted the attached Response*). Schedules A through H are subject to Local, State and Federal laws (as applicable); both criminal and civil.

- SCHEDULE A - STATEMENT OF CERTIFICATION
- SCHEDULE B - NON-COLLUSION AND CONTINGENT FEE AFFIDAVIT
- SCHEDULE C - DRUG-FREE STATEMENT
- SCHEDULE D - PROFESSIONAL'S QUALIFICATION STATEMENT
- SCHEDULE E - CODE OF ETHICS, CONFLICT OF INTEREST, AND CODE OF SILENCE
- SCHEDULE F - AMERICANS WITH DISABILITIES ACT (ADA)
- SCHEDULE G - PUBLIC ENTITY CRIMES
- SCHEDULE H - ACKNOWLEDGEMENT OF ADDENDA

This affidavit is to be furnished to the City of Coral Gables with its RTQ response. It is to be filled in, executed by the Professional and notarized. If the response is made by a Corporation, then it should be executed by its Chief Officer. This document MUST be submitted with the response.

\_\_\_\_\_  
*Authorized Name and Signature*

\_\_\_\_\_  
*Title*

6-15-20  
\_\_\_\_\_  
*Date*

STATE OF Florida

COUNTY OF Miami-Dade

On this 15th day of June, 2020, before me the undersigned Notary Public of the State of Florida, personally appeared John A. McLean  
(Name(s) of individual(s) who appeared before Notary

And whose name(s) is/are subscribes to within the instrument(s), and acknowledges it's execution.



NOTARY PUBLIC, STATE OF Florida

Emilio Galindo

(Name of notary Public; Print, Stamp or Type as Commissioned.)

NOTARY PUBLIC  
SEAL OF OFFICE:

Personally know to me, or Produced Identification:

Florida Driver's License

(Type of Identification Produced)

M245-461-61-250-0



EMILIO GALINDO  
Commission # GG 964024  
Expires March 1, 2024  
Bonded Thru Budget Notary Services



John McLean  
2475 Brickell Avenue #903  
Miami, FL 33129  
(786) 406-9689  
[Jmcleantennis@yahoo.com](mailto:Jmcleantennis@yahoo.com)

#### PROFESSIONAL EXPERIENCE

December 2016-Present  
Independent Tennis Professional, Miami FL.  
Salvadore Park & Biltmore Tennis Center

December 2015-December 2016  
ATP Travel Coach

- Coach of Gonzalez Austin, ranked #563 ATP singles
- Responsible for all aspects of players development including practice and tournament scheduling, mental and physical training, and travel itinerary

June 2012-November 2015  
Independent Tennis Professional, Miami FL.

- Taught women and men private and group lessons
- Coached club women's tennis teams
- Coordinated adult social round robins
- Taught recreational juniors of ages 10-16
- Coached nationally ranked junior players
- Coached ITA ranked collegiate players

May 2010-May 2012  
Dante Fascell Park, Ron Ehman Park, Miami-Dade College, Co-Owner Montana McLean Tennis Enterprises, Tennis Director, Miami FL.

- Organized and directed all junior tennis clinics with over 175 children per session
- Designed and directed all adult tennis clinics with over 85 adults per session
- Assembled, managed, and coached 11 ladies day tennis teams per season
- Organized and managed 4 ladies, 3 men's, 3 mixed doubles night tennis teams per season
- Coordinated and supervised junior round robins and league play with over 60 participants each season
- Coordinated and directed junior summer camps averaging 90 participants each week
- Arranged social matches, private, and group lessons for clientele
- Instructed private and group lessons
- Responsible for hiring and supervising tennis coaches, office and maintenance staff
- Supervised maintenance of 6 clay courts and 12 hard courts
- Responsible for all corporate financial and accounting operations
- Developed and implemented marketing and business strategy
- Coordinated and managed logistics of optimizing court usage for social play, tennis programs, league play, and lessons

January 1995-April 2010  
Alper JCC, Owner John McLean Tennis Enterprises, Tennis Director, Miami FL.

- Director of all tennis operations at Alper JCC, including satellite operations at Kendall town Tennis Center, Courts of the Falls Tennis Club, encompassing 25 courts
- Responsible for all operational and financial functions
- Developed and implemented a successful marketing and business strategy designed to produce high quality programming and ensure customer satisfaction
- Responsible for all hiring, training, and supervising of tennis coaching and office staff
- Responsible for supervising maintenance of tennis facility
- Coordinated and managed logistics of court usage for members social play, tennis programs, league play, and lessons
- Coordinated and conducted fund raising events for various charities
- Conducted adult and junior tennis tournaments
- Administered all pro-shop purchasing and marketing. Formulated sales strategies to enhance pro shop profits



- Responsible for maintaining a positive working relationship with Board of Directors of facilities that owned tennis courts
- Designed and directed junior tennis clinics with participation in excess of 300 juniors per session
- Designed and directed adult tennis clinics with participation in excess of 150 adults per session
- Organized, managed, and coached 14 ladies day and 8 adult night tennis teams per season
- Coordinated and directed summer camps with participation in excess of 150 children and 100 ladies per week, with 25 coaches
- Created and managed various junior tennis leagues and round robins
- Arranged social games and managed tennis ladders for members

September 1992-January 1995

Courts of the Falls Tennis Club, Tennis Director, Miami Fl.

#### STRENGTHS

- Strong work ethic and interpersonal skills
- Ability to communicate, adapt, and problem solve
- 26 years experience in the tennis profession
- Ability to motivate and develop tennis players

#### ACCOMPLISHMENTS

- Coach for ATP tour players
- Coach for USTA national high performance junior camps
- Coach for USTA Florida regional high performance junior camps
- Regarded by tennis professional peers and tennis patrons as a top tennis coach in South Florida for the past 25 years
- Recognized as directing and creating the most successful ladies league teams and one of the top junior programs from 1992-2011 in the state of Florida
- Recognized by peers as hiring and empowering the finest coaching staff, many of whom have subsequently become tennis directors, high performance coaches, and collegiate coaches

#### PROFESSIONAL PLAYING BACKGROUND

- Ranked as high as #16 (83') in ITA collegiate singles rankings  
Played position #1 Singles & Doubles Florida State University (80-83)
- Ranked #608 ATP singles
- Ranked #561 ATP doubles

#### EDUCATION

- Florida State University Graduate, Bachelor of Science, 1983
- USPTA tennis professional

#### PLAYERS COACHED

- Matias Boeker: University of Georgia; 3 time All American singles and doubles (00', 01', 02'); 2 time NCAA singles champion (01', 02'); NCAA doubles champion (01'); 2 time NCAA team champion (99', 01'); top 200 ATP singles
- Nick Boeker: University of Georgia; 4 year starter singles and doubles (99'-02'); 2 time NCAA team champion (99', 01')
- Mark Kaplan: University of California Irvine; 2 time All American singles (91', 93'); ranked #5 (89') ITA singles; #117 ATP singles
- Melissa Mazzotta: University of Miami; 2 time All American singles (91', 93'); ranked #12 (91'), #13 (93') ITA singles; #185 WTA singles
- Gonzalez Austin: Vanderbilt University; 2 time All American singles and doubles (14', 15'); ranked #19 (14'), #10 (15') ITA singles; #9 (15') ITA doubles
- Carolina Ramirez: Auburn University; #1 singles and doubles (01'-04'); ranked top 100 ITA singles and doubles
- Elle Lewis: Rice University; Western Athletic Conference Player of the Year (00'); #1 singles and doubles (97'-00'); 8th most singles wins in Rice history
- Eric Hechtman: University of Miami; #28 nationally boys 18 & under singles; 5th most singles wins in UM history; most wins in UM doubles history

- Sarah McLean: Florida high-school state singles champion (10',11'); top 50 national recruit; University of Arkansas (13',14'); Indiana University (15'); most singles and doubles win in IU 2015 season
- Coached more than 40 junior players receiving collegiate tennis scholarships

#### REFERENCES

- Benny Carroll: Present Director of Tennis Dante Fascell Tennis Facility  
(786) 970-0526
- Robert Gomez: Present Director of Tennis Biltmore Hotel Tennis Facility and Salvadore Park Tennis Facility  
(305) 992-9599
- Don Petrine: Present Owner and Director of Tennis 305 Tennis Company  
(786) 273-5578
- Mandy Wilson: Present Women's Junior Director of Tennis at Evert Tennis Academy  
(561) 218-8780

United States  
Professional Tennis Association

Hereby certifies that

**John A. McLean**

has successfully completed all requirements, including an extensive examination of teaching, playing and business skills, necessary for the rating of

**Elite Professional**

*John R. Embree*  
Chief Executive Officer



Membership No. 13488

Valid through Dec. 31, 2020



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/15/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: ESP INSURANCE BROKERAGE LLC, 306 Main Street, Worcester, MA 01608. CONTACT NAME, PHONE, FAX, E-MAIL ADDRESS. INSURER(S) AFFORDING COVERAGE: Everest Indemnity Insurance Co., NAIC # 10851. INSURED: United States Professional Tennis Association Inc., 11961 Performance Drive, Orlando, FL 32827.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) USPTA Members are insured for General Liability for playing, teaching or officiating in tennis, pickleball and platform tennis or operating a tennis ball machine for practicing or teaching. John McLean #13488 City of Coral Gables Insurance Compliance is included as additional insured with respect to general liability as required by written contract.

CERTIFICATE HOLDER: City of Coral Gables Insurance Compliance, P.O. Box 100085-CE, Duluth, GA 30096. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Peter Hansford





# United States Professional Tennis Association

## Education Credits Report

Mr. John A. McLean

### Membership Information

<b>Member ID:</b>	13488	<b>Professional Level:</b>	Elite Professional
<b>Member Type:</b>	Certified Member	<b>Platform Pro Level:</b>	None
<b>Paid Through:</b>	12/31/2020	<b>APC Classification:</b>	No
<b>Years of Service:</b>	28	<b>Wheelchair Certified:</b>	No

### Continuing Education Requirement

**Requirement** 6 education credits every 3-year period.  
**Your Status:** You need 5.5 additional educational credits to meet the CE program requirement.

**Period:** 01/03/2019 to 12/31/2021  
**Credits:** 0.50

### Elite Professional Requirements

**Requirement** 6.5 credits from approved specialty courses and webinars, plus written exam and on-court Elite Pro certification requirements.

**Your Status:** You are already an Elite Pro.

**APC Credits:** 0.00      **Specialty Course Credits:** 0.00

### APC Classification Requirements

**Requirement** 20 APC-eligible credits every 2-year period plus initial written exam or competency exam.  
**Your Status:** You need 19.5 additional APC-eligible credits to qualify for the APC classification.

**Period:** 06/12/2018 to 06/11/2020  
**Credits:** 0.50

### Lifetime and Yearly Totals

**Lifetime Total Credits:** 91.50  
**This Year (2020):** 0.50  
**Last Year (2019):** 0.00  
**2 Years Ago (2018):** 0.00

### Completed Courses as of 06/12/2020

(Courses Listed in Reverse Date Order)

Event / Course	Course Date	Credits
USTA Webinar - PD Learning Series	05/04/2020	0.50 APC
TR - USPTA Webinar - Accounting 101	04/13/2017	0.50 APC EPR
TR - USPTA Webinar - Skills needed for director of tennis	04/01/2017	0.50 APC
Pro Coaching Course - Level 2	11/30/2016	10.00 APC
USPTA Competitive Player Development - Sanchez/Casal Level II	11/30/2016	10.00
USPTA Competitive Player Development - Sanchez/Casal Level I	11/28/2016	10.00
DVD 2008 CPD AS-C - Tour Experiences	11/22/2016	1.00 APC
DVD 2008 CPD AS-C - Video Analysis	11/14/2016	1.00 APC
DVD 2008 CPD AS-C - Periodization and Planning	11/12/2016	1.00 APC
DVD 2008 CPD AS-C - 4 Components of Coaching	11/12/2016	1.00 APC
DVD 2008 CPD AS-C - Player Development Pathway	11/09/2016	1.00 APC
DVD 2008 CPD AS-C - Medical Care Pathway	11/07/2016	1.00 APC
DVD 2008 CPD AS-C - Hand Exercises	11/07/2016	0.50 APC
DVD 2008 CPD AS-C - Fitness Coaching Part 2	11/01/2016	1.00 APC

APC = APC-eligible  
 SPC = Approved Specialty Course for Elite

## Completed Courses as of 06/12/2020

(Courses Listed in Reverse Date Order)

Event / Course	Course Date	Credits
DVD 2008 CPD AS-C - Fitness Coaching Part 1	10/31/2016	1.00 APC
DVD 2008 CPD AS-C Welcome & Course Overview	10/29/2016	0.50 APC
DVD 2008 CPD AS-C - Basic Excercises	10/29/2016	1.00 APC
DVD 2008 CPD AS-C - Specific Excercises	10/29/2016	1.00 APC
DVD 2008 CPD AS-C - Serve-Return Excercises	10/29/2016	1.00 APC
DVD 2005 CPD - Dev. players for the next level	10/26/2016	1.00 APC
DVD 2005 CPD - Dev. players using an academy model	10/23/2016	1.00 APC
DVD 2005 CPD - Technical, tactical and developmental...	10/23/2016	1.00 APC
DVD 2005 CPD - Corrective techniques - The art of teaching...	10/23/2016	1.00 APC
DVD 2005 CPD - Strength and Conditioning	10/20/2016	1.00 APC
DVD 2005 CPD - Singles strategies and patterns of play	10/20/2016	1.00 APC
DVD 2005 CPD - Analyzing Groundstrokes	10/14/2016	1.00 APC
DVD 2005 CPD - Dev. a powerful & effective...	10/14/2016	1.00 APC
DVD 2005 CPD - The Formula for Junior Tennis...	09/30/2016	1.00 APC
DVD - Managing a Tennis Complex 4 hrs	08/27/2016	2.00 APC
10U Tennis Workshop - Coach Youth Tennis	08/26/2016	2.00 APC
10U Tennis - CYT Bonus Credits	08/25/2016	3.00
DVD - Sport Physiology/Nutrition 4hrs	08/25/2016	2.00 APC
DVD - Biomechanics/sports medicine	08/24/2016	2.00 APC
DVD - Sport Psychology/Motor Learning 4hrs	08/23/2016	2.00 APC
DVD - Making Your Pro Shop a Profitable Venture 4hrs	08/22/2016	2.00 APC
DVD - Using your coaching skills in a manager's role 4hrs	08/20/2016	2.00 APC EPR
DVD - Tennis Business Mgmt 4hrs	08/20/2016	2.00 APC EPR
DVD - A System for Supervision	08/19/2016	2.00 APC
DVD - Management: A learned skill	08/18/2016	2.00 APC EPR
10U Tennis Online Course - Group and Team Management	08/06/2016	0.50 APC
10U Tennis Online Course - Skill Development	08/05/2016	0.50 APC
10U Tennis Online Course - Rules and Guidelines for Children	08/04/2016	0.50 APC
10U Tennis Online Course - Communicating with Children Ages	08/03/2016	0.50 APC
10U Tennis Online Course - Characteristics of Children Ages	08/03/2016	0.50 APC
10U Tennis Online Course - Organizing and Supervising Youth	08/03/2016	0.50 APC
DVD 2008 CPD AS-C - Tour Experiences	05/20/2016	1.00 APC
Business Meeting (Mult Spkrs)	01/12/2001	1.00
USPTA World Conference	09/18/1993	8.00
USTA Area Training Coaches Workshop	02/07/1992	3.00



**SCHEDULE "D" CITY OF CORAL GABLES – PROFESSIONAL'S QUALIFICATION STATEMENT**

The undersigned declares the truth and correctness of all statements and all answers to questions made hereinafter:

**GENERAL COMPANY INFORMATION:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone No: ( ) \_\_\_\_\_ Fax No: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

How many years has your company been in business under its present name? \_\_\_\_\_ Years

If Professional is operating under Fictitious Name, submit evidence of compliance with Florida Fictitious Name Statue:

\_\_\_\_\_

Under what former names has your company operated? \_\_\_\_\_

At what address was that company located? \_\_\_\_\_

Is your Company Certified? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, ATTACH COPY of Certification

Is your Company Licensed? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, ATTACH COPY of License

Has your company or its senior officers ever declared bankruptcy?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain: \_\_\_\_\_

**LEGAL INFORMATION:**

Please identify each incident **within the last five (5) years** where a civil, criminal, administrative, other similar proceeding was filed or is pending, if such proceeding arises from or is a dispute concerning the Professional's rights, remedies or duties under a contract for the same or similar type services to be provided under this RTQ (**A response is required. If applicable, please indicate "none" or list specific information related to this question. Please be mindful that responses provided for this question will be independently verified**):

\_\_\_\_\_ None \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has your company ever been debarred or suspended from doing business with any government entity?

If Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, explain \_\_\_\_\_  
\_\_\_\_\_

**SCHEDULE "E" CITY OF CORAL GABLES – CODE OF ETHICS, CONFLICT OF INTEREST, AND CONE OF SILENCE**

THESE SECTIONS OF THE CITY CODE CAN BE FOUND ON THE CITY'S WEBSITE, UNDER GOVERNMENT, CITY DEPARTMENT, PROCUREMENT, PROCUREMENT CODE (CITY CODE CHAPTER 2 ARTICLE VIII); SEC 2-1023; SEC 2-606; AND SEC 2-1027, RESPECTIVELY.

IT IS HEREBY ACKNOWLEDGED THAT THE ABOVE NOTED SECTIONS OF THE CITY OF CORAL GABLES CITY CODE ARE TO BE ADHERED TO PURSUANT TO THIS SOLICITATION.

**SCHEDULE "F" CITY OF CORAL GABLES - AMERICANS WITH DISABILITIES ACT (ADA) DISABILITY NONDISCRIMINATION STATEMENT**

I understand that the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any sub-contractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and service, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 U.S.C. 12101,12213 and 47 U.S.C. Sections 225 and 661 including Title I, Employment; Title 11, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Sections 5553.501-553.513, Florida Statutes

The Rehabilitation Act of 1973, 229 U.S.C. Section 794

The Federal Transit Act, as amended, 49 U.S.C. Section 1612

The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631

**SCHEDULE "G" CITY OF CORAL GABLES - STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

1. I understand that a "public entity crime" as define in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
2. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.



3. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
4. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
5. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[Must indicate which statement below applies.]**

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list.

**[Attach a copy of the final order]**

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**



**United States  
Professional Tennis Association**

Hereby certifies that

**Franco Aller**

has successfully completed all requirements, including an extensive examination of teaching, playing and business skills, and the Accredited Professional Coach continuing education requirements necessary for the rating of

**Elite Professional, APC**

*John R. Embree*  
Chief Executive Officer



Membership No. 50119  
**Valid through Dec. 31, 2020**

QU82 - D3GX - YN9V - U8K1