

**NOTICE OF SOLICITATION
INVITATION TO Bid (“ITB”)
FOR
Indoor and Outdoor Fine Art Insurance
ITB No. 09-84131500-H
SOLICITATION ISSUE DATE: September 01, 2015**

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Introduction

ITB No. 09-84131500-H, Indoor and Outdoor Fine Art Insurance, has been posted to the Vendor Bid System (VBS) and the MyFloridaMarketPlace (“MFMP”) Sourcing Tool. The document(s) published in the VBS are the official version of the ITB No. 09-84131500-H, Indoor and Outdoor Fine Art Insurance. The text of the ITB included in the MFMP Sourcing Tool is provided as a courtesy to Vendors.

Vendors MUST submit their Response within the MFMP Sourcing Tool as directed in the solicitation. Responses not submitted in MFMP Sourcing are not responsive and will not be considered for award.

Limitation on Vendor Contact with Agency During Solicitation Period

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting of the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a Response.

MyFloridaMarketPlace

As of July 1, 2003, the Department of Management Services is using MyFloridaMarketPlace to carry out on-line solicitations. In order to respond to this solicitation, you must be registered in MyFloridaMarketPlace and be signed up for online solicitations. If you are not already registered, or need to update your registration, you can register or update your registration through the Vendor Information Portal (“VIP”) at <https://vendor.myfloridamarketplace.com/>.

When you register, you will be asked to select Commodity Codes that represent categories of goods & services that you might provide. In order to participate in this particular solicitation (ITB No. 09-84131500-H, Indoor and Outdoor Fine Art Insurance on MyFloridaMarketPlace, you **must** select the **Commodity Code number 84131500**.

PLEASE NOTE: Hard copies of a Response will not be accepted.

Viewing this Solicitation through MyFloridaMarketPlace

Registered Vendors: In order to view the solicitation in MyFloridaMarketPlace, click on the following link: <https://sourcing.myfloridamarketplace.com> and it will take you to the MyFloridaMarketPlace home page where you will input your username and password. If you do not remember your username and password, please contact the MyFloridaMarketPlace Customer Service Desk at 866-FLA-EPRO (866-352-3776) and they will provide it to you. After logging into MyFloridaMarketPlace, you will be able to view the solicitation by clicking on the link for the Department of Management Services, reviewing the list of active solicitations, and clicking on ITB No. 09-84131500-H, Indoor and Outdoor Fine Art Insurance.

Non-Registered Vendors: If you are not registered, (or if waiting for your registration to be uploaded to the system) you may log on to MyFloridaMarketPlace by clicking on the Public Access button. You will not be able to electronically submit Questions or a Response under Public Access.

Help Desk for MyFloridaMarketPlace

If you experience difficulty in vendor registration, logging into MyFloridaMarketPlace, downloading the forms and other attachments, or other technical issues, please contact the MyFloridaMarketPlace Customer Service Desk, toll-free at 866-FLA-EPRO (866-352-3776) between the hours of 8:00 AM to 5:30 PM Eastern Time.

Thank you for your interest in this solicitation.