

# Intent to Respond Notice

**Request for Proposal # 2015-06**

**Title: College Wide Group Life Insurance**

For companies learning of this solicitation from the Internet, please FAX this form today to the Florida State College at Jacksonville Purchasing Department (904) 632-3087, due to the possibility of an addendum being issued changing information. This will place your company on the mailing list for any addendums issued.

Note: Failure to respond to an addendum issued may result in your bid/proposal response being considered Non-Responsive.

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Dennis Blank, [dblank@fscj.edu](mailto:dblank@fscj.edu) for additional information if needed.

Address: 501 West State Street , Suite 305, Jacksonville, FL 32202

Telephone Number: 904-632-3301

<b>Bid/RFP:</b>	<b>2015-06</b>	<b>ISSUE DATE:</b>	<b>7/9/14</b>
<b>RFP TITLE:</b>	<b>COLLEGE WIDE GROUP LIFE INSURANCE</b>		
<b>RFP OPENING DATE &amp; TIME:</b>	<b>7/30/14 2:00 PM</b>		
<b>PURCHASING AGENT Name and Phone No.:</b>	<b>Dennis Blank 904-632-3301</b>		
<b>FLORIDA STATE COLLEGE AT JACKSONVILLE</b> <b>501 WEST STATE STREET, ROOM 305</b> <b>JACKSONVILLE, FL 32202-4068</b>  <b>EMAIL/FAX Submissions Not Allowed</b>		<b>REQUEST FOR PROPOSAL</b>  <b>For Florida State College At Jacksonville</b>  <hr/> Dennis Blank Ex Dir Purchasing and Auxiliary Services	

Each supplier desiring to be maintained in the College's computerized RFP list for future solicitations is requested to return this single form (only) when submitting a "No RFP".

RFP (see attached)     No RFP    Reason for Submitting "No RFP":

<b>COMPANY SUBMITTING RFP:</b>					
<b>MAILING ADDRESS:</b>					
<b>FEDERAL ID #</b>					
<b>CITY:</b>					
<b>STATE:</b>		<b>ZIP:</b>		<b>TEL:</b>	
<b>FAX:</b>		<b>EMAIL:</b>			

**Minority Business Enterprise Type: #**

**Minority Type:** # M1 Black American Man; M2 Hispanic American; M3 Asian American; M4 Native American (Eskimo & Aleutian); M5 Native Hawaiian; M6 Small Business; M7 Disabled; M8 American Woman; M9 Black American Woman; CS5 Disable Vets; and NM Not Minority. (Must have greater than 51% minority ownership).

**Minority Solicitation & Participation:** It is Florida State College at Jacksonville "Minority (MBE) Outreach Monitoring Policy" to encourage maximum solicitation (Request for Proposal) and participation by minority firms in its purchase contracts. To this end, minority and non-minority firms responding to this RFP as general contractors are encouraged to conduct similar outreach efforts in its subcontract processes as your efforts will be monitored by the College's District Board of Trustees. While the College does not establish specific goals for minority "set-asides", it does have a 25% minority solicitation (Request for Proposal) monitored goal with awards being to highest rated proposer(s) meeting specifications. Since implementation of the College Minority Outreach Program in December 1, 1991 minority/small business solicitations have been provided to 25% WBE/MBE firms, and awards to minorities have increased considerably on College purchase contracts.

**"CERTIFICATE OF INDEPENDENT PRICE DETERMINATION"**  
**IMPORTANT!! SIGNATURE BLOCK**

*I certify that this RFP is made without prior understanding, agreement, or connection with any other company or person and is in all respects have independently determined prices that are fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this RFP for the company submitting it.*

Officer's Authorized Signature	Officer's Typed Name & Title

**TO BE RESPONSIVE, SIGNATURE OF OFFICER AUTHORIZED TO BIND THE COMPANY SUBMITTING THIS RFP IS REQUIRED**

<b>POST DATE:</b>	<b>8/19/14</b>	<b>REMOVE DATE:</b>	<b>8/22/14</b>
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**GENERAL CONDITIONS**

Proposers are to review Florida State College at Jacksonville's General Conditions (which are incorporated by reference) by visiting:

<http://www.fscj.edu/discover-fscj/gov-admin/purchasing/forms-and-standard-contracts>

**INSTRUCTIONS FOR W-9 FORM:**

Proposers can obtain Florida State College at Jacksonville W-9 Form Instructions by visiting:

<http://www.fscj.edu/discover-fscj/gov-admin/purchasing/forms-and-standard-contracts>

The W-9 form is on the following page to be completed and returned with your submittal:

Form **W-9**  
(Rev. December 2011)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)		
	Business name/disregarded entity name, if different from above		
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____		<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
	City, state, and ZIP code		
List account number(s) here (optional)			

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>										

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Employer identification number</b>										

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

**PROPOSAL'S CHECKLIST**

THIS CHECKLIST IS FOR THE CONVENIENCE OF THE COMPANY SUBMITTING A PROPOSAL AND MAY BE USED TO ENSURE THAT SECTIONS OF THE RFP/PROPOSAL ARE PROPERLY COMPLETED AND RETURNED. A COPY OF THIS SHEET MAY BE RETAINED IN FSCJ FILES AS A RECORD OF YOUR RESPONSE TO THIS RFP.

**ON THE REQUEST FOR PROPOSAL(RFP) SHEET:**

1. Company name, mailing address, telephone, FAX number and Federal ID# blocks are all correctly entered on the Request for Proposal Sheet? \_\_\_\_
2. Minority Business Enterprise Type # correctly entered? \_\_\_\_
3. If not submitting a RFP, have you noted "No RFP" on page # 1? Have you stated your reason(s) for not submitting a proposal? \_\_\_\_
4. Supplier's typed name and title correctly entered? \_\_\_\_
5. Is your RFP proposal signed by an authorized officer of the company submitting this RFP/proposal? \_\_\_\_
6. Have you completed the Request for Taxpayer Certification (W-9) form noting your tax employer identification number (or SSN) in the appropriate block?

**PROPOSALS RETURNED UNSIGNED ARE CONSIDERED UNRESPONSIVE AND ARE NOT ELIGIBLE FOR AWARD! PLEASE ENSURE THAT YOUR RFP/PROPOSAL IS SIGNED BY AN AUTHORIZED OFFICER FOR YOUR COMPANY.**

**All proposers are alerted to pay special attention to all sections contained in this Request for Proposal which state to be responsive they shall be completed and submitted as part of the response to the solicitation in order for your proposal to be considered responsive. Listed below is an overview of those Sections.**

<b>Section</b>	<b>Page</b>	<b>Section</b>	<b>Page</b>
Signed Proposal	2	5.11	19-20
1.03	8	Attachment A	
1.04	8	Attachment B	
1.05	9		

Florida State College at Jacksonville serving over 60,000 students annually in Duval and Nassau counties, is the tenth largest community college in the country. The College has a requirement your company could potentially provide.

The College is soliciting the submittal of proposals for the purchase of

**College Wide Group Life Insurance**

Please review and submit your formal RFPs, quotes, or proposals by the date and time shown on page #1 cover of this RFP document to:

**SEALED RFP #2015-06**  
**Dennis C. Blank,**  
**Ex Dir Purchasing and Auxiliary Services**  
**Florida State College at Jacksonville**  
**501 West State Street**  
**Suite 305**  
**Jacksonville, FL 32202-4068**

Please **boldly** indicate **the RFP number** on the outside of your sealed proposal envelope to assist the College in identifying your RFP.

FSCJ reserves the right to reject any portion or all proposals, to resolicit RFPs or not, or to negotiate or not to negotiate with all proposers meeting specifications and to waive informalities as deemed in the best interest of the College.

The College reserves the right to request additional information to clarify a proposal after it has been reviewed.

Having carefully examined the terms, general conditions, general specifications of this solicitation and special conditions and by signing and submitting your formal proposal thereto including the following commitment and agreement:

**ANTI-COLLUSION STATEMENT:** The Proposer by signing and submitting a proposal has "not" divulged to, discussed or compared his/her proposal with any other Proposers and has not colluded with any other Proposers or parties to a proposal whatsoever.

(NOTE: Including there have been No premiums, rebates or gratuities paid or permitted either with, prior to, or after any delivery or personal contact. Any such violation will result in the cancellation of award of any resulting contract from this proposal and the Proposer being debarred for not less than three (3) years of doing business with FSCJ.)

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8.00	Special Conditions ..... page 23-29

Attachments: **Note the following attachments are available on the FSCJ website FSCJ.edu. Please call Dennis Blank at 904-632-3301 for instructions as to how to download.**

**Attachment A –Mandatory Features (Word format)**

**Attachment B – Proposal Worksheet (Work format)**

**Attachment C – Census (Excel format)**

**Attachment D – Premium History and Claims Experience (PDF)**

**Attachment E – Certificates of Coverage Active (PDF)**

**Attachment F – Certificate of Coverage Retiree (PDF)**

**1.00**      **Overview**

- 1.01** Florida State College at Jacksonville (FSCJ) has a requirement for which your company may be qualified to submit a formal proposal in response to this RFP #2015-06.
- 1.02** This RFP solicits the submittal of priced proposals from qualified firms that can partner with FSCJ to provide College Wide Group Life Insurance.
- 1.03** **To be considered responsive**, proposers **shall** deliver before 2:00 p.m. EDST. on 7/30/14 one (1) original hard copy and provide one (1) USB drive that contain **“all”** of your documentation included in the original proposal in a **pdf** format. In addition, Form 1 - Mandatory Features and Form 2 - Proposal Worksheet must be completed in full and submitted with your proposal in written format as well as electronic in Word format on the USB drive.

Note: Original binder must be marked **ORIGINAL** and must have original signatures. The USB may be placed inside the binder. Please label the USB drive with the College’s name, solicitation number, and your company’s name. (i.e. “Copy” Acme Proposal, 2015-06 to FSCJ)

It is the proposer’s responsibility to guarantee the USB drive is 100% identical to your original hard copy proposal. In the event of a discrepancy, your original hard copy will prevail.

Proposal **shall not exceed 50 total pages** in length to include not only all required FSCJ forms and attachments but any documents\* that you include in your submittal to:

Dennis Blank  
Ex Dir Purchasing and Auxiliary Services  
Room 305  
501 West State Street  
Jacksonville, FL 32202

**\*Note: Fifty (50) page total maximum submission limit includes all of the College’s forms and any or all attachments. Submittal of double sided pages will be counted as two pages.** \*The table of contents, the drug-free signature form, FSCJ addendum signature sheet and tab sheets are **Not** counted in your maximum 50 pages. If your proposal in total exceeds this 50 page limit, **only the first 50 pages** (including any referred to pages) of your proposal will be evaluated.

**Note: requested samples of contracts, reports and other items are not to be part of the first 50 pages and shall appear at the end of the proposal.**

- 1.04** Your proposal must be signed by an authorized employee/officer who is a licensed agent to do business in the State of Florida with the authority to bind a contract.



- 1.05 Public bid opening:** Florida State College at Jacksonville will conduct a Public proposal opening at 2:00 pm on 7/30/14 at the Colleges Administrative Offices Bldg. Room #305A, 501 West State Street. Pursuant to HB 7223 /FS 119.071, **the College will not be reading aloud the individual bid prices at the Public Opening and only open the individual proposals and publicly announce from whom a proposal was received.** The actual proposal prices submitted will not be a public record until the date of posting (defined herein) or after the number of days as defined in FS 119.071.”
- 1.06** Due care and diligence has been exercised in the preparation of these specifications and information contained herein is believed to be correct, however, due to the extensiveness of the College's exposure data, it is possible that items may have been inadvertently omitted in the assembly of this solicitation. If so, the College wishes to avoid denial of coverage or penalties as a result of unintentional omissions.
- 1.07** Proposers are, therefore, requested to endorse their policies to provide that coverage will not be affected by such unintentional omissions, and may provide that when omitted items are covered that a premium shall be payable by the College for retroactive coverage. The following endorsement is suggested, but proposers may offer an alternative equivalent.
- "In consideration of the premium paid, it is recognized that Florida State College at Jacksonville may have unintentionally omitted exposure data in assembling its Solicitation, and it is agreed that coverage shall be provided for such items. However, it is agreed that upon discovery of omission(s) or in the event of claim for an omitted item(s), a premium may be payable by Florida State College at Jacksonville to the insurer for retroactive coverage."
- 1.08** Responsibility for determining the full extent of exposures to risks and verification of information pertinent to proposals rests solely with proposers where FSCJ and its representatives shall not be responsible for any error or omission in these specifications, nor for the failure on the part of the proposers to determine the full extent of exposures.
- 1.09** Any proposal submitted shall have prices firm for at least 90 days from public opening to allow adequate time for college evaluation, board of trustee approval as well as contract negotiation and execution.
- 1.10** Please direct any inquiries to the following College staff.  
Detail questions as to current plan:

Purchasing Contact:  
Dennis Blank  
Ex Dir Purchasing and Auxiliary Services  
Phone: 904-632-3301  
Email: [dblank@fscj.edu](mailto:dblank@fscj.edu)

- 1.11** As deemed in the College's best interest, FSCJ reserves the right to:
1. Reject any or all proposals submitted.
  2. To resolicit proposals or not.
  3. To waive informalities.
  4. To issue to all proposers Request for Information (RFI's).
  5. To solicit best and final offers from all finalist firms.
  6. To negotiate a satisfactory award of any portion(s) of this RFP with the top-ranked firm.
  7. To terminate negotiations with the top-ranked firm if a satisfactory contract can not be negotiated and enter into negotiations with the next ranked proposer until a satisfactory contract can be negotiated and entered into.
- 1.12** The College at its option, may undertake simultaneous negotiation with those Proposers who have submitted responsive, reasonable and timely proposals and which are found to be fully qualified and capable of meeting all service requirements (per Florida Statue 112.08)

**2.00**      Existing Conditions

- 2.10** Florida State College at Jacksonville (FSCJ) located in Northeast Florida has five (5) campuses and six (6) centers and provides instruction to over 60,000 students each year.
- 2.20** Approximately six years ago, FSCJ solicited proposals to provide College Wide Group Life Insurance and awarded a contract to Minnesota Life Insurance Company which included a maximum number of years of renewal. This contract is in its final year ending 12/31/14
- 2.30** The College's existing program and contract with Minnesota Life are per Attachments E and F
- 2.40** The College presently pays for all college employees the Basic Term Life Premiums. The employees optionally select and pay for spouse or dependent life insurance premiums and their Supplemental Term Life Premiums via payroll deduction. Retirees pay all of their own premiums to the Employer; the Employer remits to the insurer.

**3.00**      Problem Statement:

Identify a qualified insurer who can provide the College the best overall value for College Wide Group Life Insurance or alternatives as defined here in.

- 3.10**      It is the College's objective to solicit the submittal of proposals from qualified insurers to provide management and related services as defined herein.

It is the College's intention that the resultant contract, if approved by the District Board of Trustees at their 9/9/14 meeting, would be for an initial contract period of 1/1/2015 through 12/31/2016 with an option for up to three (3) additional two (2) year terms of extension. Renewal of each term would be subject to satisfactory performance, continued need, mutually agreeable rates, terms, and conditions and District Board of Trustee approval of extension and continued receipt of adequate appropriations by the State of Florida Legislature

**4.00** Proposal Guidelines/Scope of Services

**4.10** **PROPOSERS ARE HIGHLY ENCOURAGED TO FOLLOW THE RFP NUMERICAL SEQUENTIAL FORMAT OF THIS RFP# 2015-06**

**4.20** RFP Inquires:

In order to maintain a fair and impartial competitive process, the College shall avoid any oral communication with prospective proposers other than through the purchasing office and defined contact during the proposal preparation and evaluation period. However, all proposers will be provided a copy of all written questions (submitted prior to 2pm 7/14/14 )of the College's responses, unless the written inquiry pertained to an administrative or procedural matter. Send all inquiries to the attention of:

Dennis Blank Ex Dir Purchasing and Auxiliary Services  
Florida State College at Jacksonville  
501 West State Street  
Suite 305  
Jacksonville, FL 32202-4030  
**FAX: (904) 632-3087**

**or via email:** dblank@fscj.edu

**ALL ORAL OR WRITTEN INQUIRIES MUST BE DIRECTED THROUGH THE PURCHASING DEPARTMENT.**

If necessary, an addendum will be mailed or delivered to all who are known by the Purchasing Department to have received a complete set of proposal documents.

- 4.30** The proposer /awarded contractor shall be prepared to begin full scale operations on 1/1/2015
- 4.31** Only those Proposers which, in the opinion of the College, are financially capable of providing the coverage will be considered. The 2013 Best's Insurance Reports will be used as a guide. **To be considered responsive**, any Proposer submitting quotation, shall meet or exceed Best's rating of:
- A, General Policyholders Rating Classification
  - VII, Financial Size Classification
- 4.32** A complete specimen contract for the plan(s) proposed is to be included in order for the proposal to be considered. Failure to provide a specimen contract may cause your proposal to be **considered non responsive**.

The attachment of specimen writing(s) to the proposal form shall not constitute notice to the College of Proposer's intent to deviate from the specifications of this RFP in a restrictive manner. Proposers shall note any deviations clearly in your submittal. Unless specifically noted otherwise, the attachment of specimen writing(s) shall be deemed to be an offer in at least full compliance with this RFP, and the Proposer expressly agrees to reform said writing(s) to the extent inconsistent in a restrictive manner from this Solicitation.

- 4.33** Coverage is expected to be effective on January 1, 2015 with no modifications to the rates submitted with your proposal. Rates must be guaranteed for a minimum of two years from the Effective Date, however, proposals with guaranteed rates of greater than two years are also solicited.
- 4.34** A College evaluation committee will be formed to review all formal responses to this RFP No. 2015-06. Said committee will assign relative points to each proposal for pre-assigned Evaluation Criteria. Those Company's proposals with the highest Evaluation Criteria score (points) whose proposals meet or exceed this Solicitation specifications, will potentially be involved in simultaneous negotiations. (Florida Statue 112.08).
- 4.35** The contract terms and conditions stipulated in this specification are those desired by the College and preference will be given to those proposals in full or substantial compliance with the requested program. However, after allowance for any deviations, all proposals will be initially considered. Proposers are cautioned that restrictive deviations from the RFP defines model programs must be clearly stated on the proposal forms.
- 4.36** Notwithstanding any provision in the contract to the contrary, the Proposer who is awarded the contract shall give written notice to the employer at least 120 days prior to cancellation, non-renewal, restriction of coverage, or restriction of the Proposer's contractual obligation. The College reserves the right to cancel at any time without cause with written thirty (30) day notice delivered to the awarded contractor. Contracts which include rate guarantees are non-cancelable by the contractor until expiration of the guarantee period. Continuation of any resultant contract beyond any June 30<sup>th</sup> fiscal year end shall be subject to continued adequate appropriations of the College by the State of Florida Legislature.
- 4.37** Notwithstanding any provision in the contract to the contrary, the awarded contractor shall give written notice to the College by certified mail, at least 90 days prior to any changes in rates or other change in consideration, stating specifically the amount or type of change requested. If less than 90 days Notice is provided, the College will require awarded contractor to offer a month to month extension for up to sixty (60) days at no change in premium rates to allow the College adequate time to consider re-soliciting the submittal of proposals due to an unacceptable rate increase.

Mere notice that a change in rates or consideration is proposed, without stating clearly the reason for such change and the exact amount and the effect of the proposed change on the overall consideration of this contract shall not constitute a valid notice.

- 4.38** Each Proposer is responsible for full and complete compliance with all Federal, State, and local laws, rules, and regulations (including those of the Florida Department of Insurance) which may be applicable to it. Failure or inability on the part of a Proposer to comply with such laws, rules, and regulations (including failure to obtain Florida Department of Insurance approval for filings) shall not relieve any proposer from its obligation to honor its proposal and to perform completely in accordance with its proposal.
- 4.381** With the exception of incumbent underwriters and underwriters with direct representatives, all agencies are requested to certify in their proposals that no underwriter markets were locked up prior to 7/9/14, the date this proposal was mailed. Any submittal of a proposal to the College whereby it has been confirmed a market was committed prior to this date may be grounds for considering the proposal as “non-responsive.”
- 4.382** Proposers should indicate if policy premiums may be paid in equal monthly payments with no additional charge for interest. If not, the insurer's most favorable terms should be offered. The College prefers to self bill monthly using the latest accurate employment statistics.
- 4.383** The College is interested in knowing the commissions and fees paid to agents for their service. Proposers are, therefore, requested to state the percentage and amount of commissions and fees to be paid to agents for coverage and services proposed.
- 4.384** The College also reserves the right to request additional information to clarify a proposal after it has been reviewed, however, no changes to proposals will be permitted, once opened publicly at 2:00 p.m. on 7/30/14.

#### **4.39 REPORTS**

- 4.391** Premium and claims experience data must be provided both routinely (periodically), as well as upon request of the College during the term of any resultant contract. Summaries are preferred on a quarterly basis, but may be requested more frequently by FSCJ. An annual recap report is required.
- 4.392** Claims records should state, in plain English, sufficient information to indicate dates of occurrences, to whom and how much was paid.

#### 4.40 GENERAL CONDITION

- 4.41** EXPLANATIONS TO PROPOSERS: Any explanation desired by a proposer regarding the meaning or interpretation of the request for proposal, Form of Agreement, etc. must be requested in writing from the FSCJ Ex Dir Purchasing and Auxiliary Services with sufficient time prior to the defined established deadline (as defined in Section #7) to allow for a written reply to reach all proposers before the response submission due date of their proposals. Any interpretation made will be in the form of a written addendum which will be furnished (mailed) to all known prospective proposers. Its receipt by the proposer must be acknowledged by one of the means set forth in the addendum. **ORAL EXPLANATIONS OR INSTRUCTIONS** given either at a pre proposal conference or before the submittal of proposals or prior to award of the resultant contract will **NOT** be binding on the College.
- 4.42** ADDENDA: Any addenda issued prior to the opening of the RFP for the purpose of changing the specifications of this request for proposal or related documents, or clarifying the meaning of the same, shall be binding in the same way as if originally written in the RFP and related documents. Since all addenda are available to proposers at the office of the FSCJ Ex Dir Purchasing and Auxiliary Services, it is each proposer's responsibility to check with the issuing office and immediately secure all addenda before submitting your proposal. The FSCJ Ex Dir Purchasing and Auxiliary Services mails by U.S. first class mail addenda to all known prospective contractors, but no guarantee can be made that addenda will be received.
- 4.43** PREPARATION OF PROPOSALS:
- (a) Proposals shall be submitted on the forms furnished, or copies thereof, and must be manually signed by a State of Florida licensed insurance agent. If erasures or other changes appear on the forms, each erasure or change must be initialed by the person signing the proposal. Telegraphic proposals will not be considered. Proposals must be typed or written in ink.
  - (b) Modifications of proposals already submitted will be considered if received at the purchasing prior to the time set for public opening of proposals.
  - (c) Proposers must complete Attachment A - Mandatory Features, and Attachment B - Proposal Worksheet in full and submit with your proposal. An electronic copy in Word format must be submitted with the Original signed proposal.
- 4.44** Pursuant to the provisions of Florida Statutes, Ch. 112, proposals shall disclose the name(s) of any officer, director or agent who is also an employee or District Board of Trustees member of Florida State College at Jacksonville. Further, proposals shall disclose the name of any College employee who owns, directly or indirectly, an interest of five (5) percent or more in the proposer's firm or any of its branches. Failure to make such disclosure may be cause for disqualification of proposals as non-responsive.

#### **4.50 Description of Plans for Which Proposals are Solicited**

##### **4.51 Rate Guarantee**

The College requires a minimum of a two year Group Life Insurance rate guarantee as well as solicits proposals for Rate Guarantee Options A and B.

##### **Options**

- A. Three year rate guarantee
- B. Three or Four year rate guarantee

##### **4.52 Plans**

###### **Lot 1**

Provide current Group Life Insurance plans as outlined in Attachments “E” and “F” in regard to employee and retiree coverage with separate risk pools with one pool for active employees, one for retirees. Any deviations from the current policy features must be disclosed in your response.

###### **Lot 2**

Provide spouse life insurance of least \$25,000.00 life, equivalent to the College’s current voluntary as per attachment “E”. Any deviations from the current policy features must be disclosed in your response.

###### **Lot 3**

Dependent life insurance of at least \$10,000.00 life, equivalent to the College’s current voluntary plan as attachment “E”. Any deviations from the current policy features must be disclosed in your response.

##### **4.53 Eligibility**

###### **A) Basic Group Life**

Life coverage will be provided to all active full-time employees on the first day of the month following date of hire and to retirees upon their retirement.

###### **B) Supplemental Life One and Two Time Base Coverage**

Supplemental Life will be available to all active full-time employees under age 70 who voluntarily elect this coverage, on the first days of the month following date of hire. The College currently offers with Minnesota Life supplemental life to active employees of 1 time and 2 times or 3 times their base salary.



- C) **Spouse and/or Dependent Coverage**  
Active full-time employees of the College may purchase Term Life Insurance coverage for their spouses for \$25,000.00 and dependents for \$10,000.00. To be eligible to participate in this program the employee must currently be paying for supplemental life insurance with the College.
- D) The College also optionally would like to understand supplemental discounts that may be eligible for active employees who are tobacco free.

Evidence of insurability for Supplemental coverage shall not be required if enrollment occurs within thirty-one (31) days of hire.

#### **4.54 No Minimum Participation Requirements.**

There are to be no minimum enrollment requirements for contributory coverage

The College currently has and this solicitation includes a waiver of premium provision for disabled employees, however, optional proposals including this feature are desired.

The College continues to pay premiums for employees that may be temporarily disabled, as long as that individual is carried and reported as a Class I active full-time employee. When a full-time employee ceases to work on a full-time basis because of disability, the College no longer pays the insurance premium under the waiver provision. The insurance premium is waived for the amount of insurance that was in force at the time of disability and as long as the individual is disabled.

#### **4.55 Underwriting Specifications**

- 1) Census information is included in Attachment C of this Solicitation
- 2) A specimen contract/policy is to be submitted with your proposal for each coverage proposed. Failure to provide said policy(s) may be grounds for your proposal to be non-responsive.

## **5.00 Proposal Forms/Evaluation Criteria**

To be responsive proposers shall complete in full the questions included in Attachment A - Mandatory Features and Attachment B - Proposal Worksheet and submit with your proposal, including an electronic version in Word format on a USB drive. **The College evaluation committee will evaluate responsive written proposals submitted.**

The Proposal Worksheet questions will be categorized in the following numerical order format and will support each of the following key categories to be evaluated.

### **5.01 Company Qualifications:**

The committee evaluation will include reference to your company's past experience and unique qualifications providing Group Term Life Insurance to higher education. The committee will assign up to 10 points to proposers based on the degree of their unique qualifications and "related" past experience. (0 – 10 points)

### **5.02 Company Financial Strength:**

The committee evaluation will include evidence provided of your company's financial strength. The Committee will assign up to ten (10) points based on the degree of proposers' financial strength (0 – 10 points)

### **5.03 Proposed Project Staff Qualifications and Experience:**

The committee evaluation will include your proposed agent/insurer staffs qualifications including, but not limited to:

- a. Specific qualifications, educational background, and experience of staff proposed to manage the FSCJ account. The committee will assign up to 15 points based on the proposed, staffing plan proposed and proposed staff qualifications. (0 – 15 points).

### **5.04 Scope of Services Proposed:**

The committee evaluation will include both the proposer's overall scope of services proposed and the extent of experience servicing a fully insured Group Term Life Insurance Plan. The committee will assign up to 10 points based on the breath of scope of services proposed meeting or exceeding the RFP specifications. (0 – 10 points)

### **5.05 Customer Service Training and Continuous Improvement Plan**

The committee evaluation will include proposed customer service training, continuous improvement proposals, and proposed customer service surveys and process measurements. The committee will assign up to 10 points based on the degree of proposed customer service training, continuous improvement proposal and process measurements. (0 – 10 points)

### 5.06 Commitment to Develop Customized Reports for FSCJ

The committee evaluation will include the proposer's commitment to allocate IT resources to develop customized reports for FSCJ that are available preferably both online and in a printable format. The committee will assign up to 5 points based on the proposer's level of commitment to allocate resources in the first 90 days of the contract award to develop these reports and interfaces. (0 – 5 points)

### 5.10 Total Cost / Value

The committee evaluation will include the proposer's overall cost and value for the coverages requested. Longer term rate guarantees will be weighted favorably. The committee will assign up to 40 points based on the proposer's overall cost and value. (0-40 points)

### 5.11 Finalist References

The evaluation committee will review written responsive proposals submitted including contacting both your references and from other of your client references to quantify both the quality of your services provided and similar services. The committee will assign up to 10 points for exceptional references. (0 – 10 points)

The evaluation committee will review written responsive proposals submitted, including evaluating your references of the finalist firms defined below and completed Attachment A-2 surveys timely received before 5pm 8/13/14 directly from your clients, and from other of your client references to quantify both the quality of your services provided and similar services. The committee will assign up to 10 points for exceptional reference. (0 –10 points) As such, the committee will evaluate all reference check forms returned directly to the College by your client by the defined due date, add up each reference check numerical score to create a grand total, divide that grand total by the # of references received by the defined due date to calculate an average score and then mathematically convert the average to the scale range of 0-10 as defined in this solicitation. (0- 10 points)

**5.111 Required Response Information:** In order to evaluate the abilities of the proposer to perform the Group Life Insurance Products requested, information about the proposer must be provided to determine your firm's ability to meet all of this RFP criteria, which are to be considered in the award(s) of this RFP. This section identifies specific reference information that **must be** included below in the proposal to be assigned RFP Evaluation Reference Points.

References: All proposers providing a response to this RFP **SHALL** ensure a minimum of three related references are returned to the College to be considered for the maximum RFP points. If the College receives less than three completed Survey forms directly from your client before the defined due date and time, the College will proportionally reduce the maximum number of evaluation points (i.e. if the College only receives two (2) reference forms, then the firm would only be able to achieve up to 66% of the maximum number of points, etc.) Proposers must have their clients utilize the attached Performance Evaluation Survey form which is attached as Attachment A-2.

It is the proposer’s responsibility to send this form with a transmittal cover letter (Attachment “A”) to your reference clients providing the reference who in turn your client will complete the survey form and timely forward the completed reference form to the Purchasing Department at the College. All reference forms shall be submitted by your client directly to the College’s Purchasing Department no later than the end of business (EOB) on 8/13/2014. Forms submitted after EOB on 8/13/14 will not be evaluated and your company will not receive consideration as part of the score by the evaluation committee.

- a) These references should preferably be directly related in which the proposer provided the same services as being proposed to the College.
- b) The references delivered must include as requested the name and address of your client and a contact person’s telephone number/email address; a summary of the product offerings or services provided; and the approximate annual aggregate dollar volume of sales provided by your company to the specific client.

**5.112 To be responsive**, proposers **shall** list below 3 related references of your providing similar services as defined in this RFP: (Preference will be given to references that are public sector r clients with a minimum of 2,000 lives. that you have managed at least three (3) years.

Client	Contact Name	Phone #/Email Address	# Years of Contractual Relationship	# of Employees

**5.12 Finalist (Optional) Interview**

The evaluation committee may schedule interviews of their proposed solutions with any finalist (as deemed in the College’s best interest). The committee will assign up to 40 points based on the finalist demonstration in the interview of their understanding of the College requirements and commitment to meeting or exceeding the College’s minimum or preferred specifications. The College reserves the right to issue all finalists a best and final offer invitation, as deemed in the College’s best interest. (0 – 40 points)

**6.00 Evaluation Criteria/Basis of Award:**

The College will organize an evaluation committee who will review responsive proposals submitted. The committee will meet in a public evaluation meeting(s) (see schedule in Section #7.00) and assign evaluation points for each criterion as defined herein. The committee will then total up each proposer's points to determine which proposer would be considered a finalist. The committee would then conduct reference checks of finalists and optionally schedule an interview and/or demonstration and/or site visits with all finalists or not, as deemed in the College's best interest.

Recommendation ranking of proposers for this contract will be to that proposer scoring the overall highest evaluation points.

It is the College's intent to recommend to its District Board of Trustees that College administration be authorized to negotiate with the top ranked proposer a satisfactory contract, as deemed in the College's best interest. If a satisfactory contract can not be negotiated, negotiations will be formally terminated. The College then would begin negotiations with the next ranked proposer until a satisfactory contract #2015-06 can be negotiated and enter into.

**6.10**

Section Number	Maximum Evaluation Points	Criterion
		Phase I
5.01	10.0	Company unique qualifications.
5.02	10.0	Company financial strength.
5.03	15.0	Project staff qualifications and experience.
5.04	10.0	Scope of services proposed
5.05	10.0	Customer service, training and continuous improvement plan.
5.06	5.0	Commitment to develop customized reports for FSCJ.
5.10	40.0	Total cost/value
	100.0	Subtotal of phase I
		Phase II
5.11	10.0	Finalist references
5.12	40.0	Finalist (optional) interview
	50	Subtotal (Phase II)
	150.0	Grand total

<b>7.00</b>	<u>Schedule</u>	
	7/9/14	RFP issue date
	7/14/14 5p.m.	Deadline to submit (by email to dblank @FSCJ.edu) final request for clarifications
	7/30/14 @ 2:00 p.m.	Public proposal opening at FSCJ, Administration Office, 501 West State Street, Jacksonville, FL 32202 (3 <sup>rd</sup> floor purchasing) Room 305A
	7/30/14 thru 8/13/14	Evaluation committee review responsive proposals submitted.
	8/13/14 1:00 to 5:00	Public evaluation meeting, Administration Office, 501 West State Street ,Jacksonville, FL 32202 Room #403
	8/18/14 8:00 to 3:00	(Optional) finalist interview Administration Office, 501 West State Street
	8/18/14 3:00 to 5:00	Public evaluation meeting, Administration Office 501 West State Street, Jacksonville, FL 32202 Room # 406
	8/19/14	Posting of recommendation of award.
	8/22/14	End of posting period.
	9/9/14	Recommendation submitted to the College's District Board of Trustees for approval.
	9/10/14 – 9/12/14	Negotiations of contract
	9/15/14	Planned date to sign satisfactory contract (upon receipt of specified certificate of insurance)
	1/1/15	Date contract #2015-06 will commence.

**8.00 Special Conditions**

**\*\* COOPERATIVE PURCHASE AGREEMENT \*\***

**PURCHASES BY OTHER STATE OF FLORIDA COLLEGES, UNIVERSITIES AND STATE AGENCIES:** With the consent and agreement of the successful Proposer(s), purchases may be made under this RFP by other community colleges, state universities, district school boards, and other state agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions stated in the RFP/proposal solicitation as provided in State Board of Education Rule 6A-14.0734(2)(d). If the period of time is not defined within the solicitation, the prices, terms and conditions shall be firm for 120 days from date of award.

Proposer(s) shall note exceptions to the above paragraph, if any:

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**\*\* TERMS AND DELIVERY \*\***

PAYMENT TERMS: NET 30 DAYS OR PROMPT PAYMENT DISCOUNT OF \_\_\_\_\_%, \_\_\_\_\_ DAYS OFFERED BY PROPOSER.

NOTE: ANY PROMPT PAYMENT DISCOUNT OFFERED BY THE PROPOSERS WILL BE TAKEN BY THE COLLEGE IF PAYMENT IS MADE WITHIN THE TIME PERIOD OFFERED, HOWEVER, ONLY TERMS ALLOWING 30 DAYS PAYMENT WILL BE CONSIDERED IN EVALUATING RFPS.

DELIVERY: UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, DELIVERY TO BE NO LATER THAN 30 DAYS AFTER RECEIPT OF ORDER. DELIVERY WILL BE MADE \_\_\_\_\_ DAYS AFTER RECEIPT OF ORDER (PROPOSER COMPLETE IF OTHER THAN 30 DAYS)

FLORIDA SALES TAX EXEMPTION NO: 85-8012556864C-6

FSCJ RESERVES THE RIGHT TO REJECT ANY OR ALL RFPS/PROPOSALS RECEIVED, TO RESOLICIT OR NOT AND TO WAIVE INFORMALITIES AS DEEMED IN THE BEST INTERESTS OF THE COLLEGE.

\*\* DRUG-FREE WORK PLACE \*\*

THE UNDERSIGNED VENDOR IS ACCORDANCE WITH FLORIDA STATUTE 287.087  
HEREBY CERTIFIES THAT

DOES:

\_\_\_\_\_  
(NAME OF BUSINESS)

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 ACTION THAT WILL TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION.
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 EMPLOYEES 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 RFP A COPY OF THE STATEMENT SPECIFIED IN SUBSECTION(1).
4. IN THE STATEMENT SPECIFIED IN SUBSECTION(1), NOTIFY THE EMPLOYEES THAT, AS A CONDITION OF WORKING ON THE COMMODITIES OR CONTRACTUAL SERVICES THAT ARE UNDER RFP, 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 1893 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 SUCH 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.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

\_\_\_\_\_  
PROPOSER'S SIGNATURE

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



**\*\* PUBLIC ENTITY CRIMES \*\***(PURCHASES GREATER THAN \$25,000 IN VALUE)

AS A BIDDER/PROPOSER OUR COMPANY ATTESTS WE HAVE NOT BEEN CONVICTED OF A PUBLIC ENTITY CRIME OF THE STATE OF FLORIDA OR ANY FEDERAL AGENCY AND ARE NOT LISTED IN THE EXCLUDED PARTIES LIST SYSTEM (EPLS) MAINTAINED BY THE GENERAL SERVICES ADMINISTRATION(GSA).

PURSUANT TO OMB CIRCULAR A-110,SUBPART B, SECTION 13 A PERSON OR AFFILIATE WHO HAS BEEN PLACED ON EITHER THE FEDERAL EXCLUDED PARTIES LIST SYSTEM OR THE STATE OF FLORIDA CONVICTED VENDOR LIST FOLLOWING A CONVICTION FOR A PUBLIC ENTITY CRIME MAY NOT SUBMIT A BID OR ENTER INTO A CONTRACT TO PROVIDE ANY GOODS OR SERVICES TO A PUBLIC ENTITY, MAY NOT SUBMIT A BID OR ENTER INTO A CONTRACT WITH A PUBLIC ENTITY FOR THE CONSTRUCTION OR REPAIR OF A PUBLIC BUILDING OR PUBLIC WORK, MAY NOT SUBMIT BIDS ON LEASES OF REAL PROPERTY TO A PUBLIC ENTITY, MAY NOT BE AWARDED OR PERFORM WORK AS A CONTRACTOR, SUPPLIER, SUBCONTRACTOR, OR CONSULTANT UNDER A CONTRACT WITH ANY PUBLIC ENTITY, AND MAY NOT TRANSACT BUSINESS WITH ANY PUBLIC ENTITY IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FOR CATEGORY TWO (i.e. \$25,000)WHILE ON THE CONVICTED VENDOR LIST. THE EXCLUDED PARTIES LIST SYSTEM CAN BE FOUND AT

<http://epls.gov/epls/servlet/EPLSGETInputSearch>

**\*\* DISCRIMINATION \*\***

ANY ENTITY OR AFFILIATE WHO HAS BEEN PLACED ON THE DISCRIMINATORY VENDOR LIST MAY NOT SUBMIT A RFP ON A CONTRACT TO PROVIDE GOODS OR SERVICES TO A PUBLIC ENTITY, MAY NOT SUBMIT A RFP ON A CONTRACT WITH A PUBLIC ENTITY FOR THE CONSTRUCTION OR REPAIR OF A PUBLIC BUILDING OR PUBLIC WORK, MAY NOT SUBMIT RFPS ON LEASES OF REAL PROPERTY TO A PUBLIC ENTITY, MAY NOT AWARD OR PERFORM WORK AS A CONTRACTOR, SUPPLIER, SUBCONTRACTOR, OR CONSULTANT UNDER CONTRACT WITH ANY PUBLIC ENTITY, AND MAY NOT TRANSACT BUSINESS WITH ANY PUBLIC ENTITY. THIS IS IN ACCORDANCE WITH HB 2127, SECTION 6(3)(A), ALL INVITATIONS TO RFP, AS DEFINED BY 287.012(11)FS, REQUEST FOR PROPOSALS, AS DEFINED BY 287.012(15)FS, AND ANY WRITTEN CONTRACT DOCUMENT OF THE STATE SHALL CONTAIN A STATEMENT INFORMING ENTITIES OF THE DISCRIMINATION PROVISIONS.

**2.03 \*\* AWARD \*\***

AWARD WILL BE ON AN `ALL-OR-NONE' `PER LOT' BASIS. THE COLLEGE WILL EITHER ACCEPT OR REJECT YOUR OFFER ON A PER LOT BASIS. ALL ITEMS MUST BE INDIVIDUALLY PRICED FOR ACCOUNTING PURPOSES EVEN THOUGH PROPOSED ON AN ALL-OR-NONE PER LOT BASIS.

8.01 \*\* INSURANCE (PROFESSIONAL SERVICES & OTHER) \*\*

The "awarded" contractor shall furnish a current Certificate of Insurance to the FSCJ Ex Dir Purchasing and Auxiliary Services prior to contract award / commencement of the work. This certificate must include the FSCJ Bid Number and be effective for the term of the contract and any extension thereof. All insurance companies named on the certificate shall be licensed to do business in the State of Florida and have a minimum A.M. Best rating of A-.

**The college's required insurance coverages and minimum limits of liability are as shown below:**

Commercial General Liability Including Contractual Liability	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate
Automobile Liability	\$1,000,000 Combined Single Limit Each Accident
Workers Compensation and Employers Liability	Workers Compensation Statutory Limits \$100,000 E. L. Each Accident \$100,000 E. L. Disease Each Employee \$100,000 E. L. Disease Policy Limit

**For Professional Services the following insurance is additionally Required:**

Errors & Omissions and/or	\$1,000,000 Each Occurrence
Professional Liability	\$1,000,000 Annual Aggregate

**THE DISTRICT BOARD OF TRUSTEES, FLORIDA STATE COLLEGE AT JACKSONVILLE, SHALL BE NAMED AS AN ADDITIONAL INSURED FOR THE COMMERCIAL GENERAL LIABILITY COVERAGE.**

Here is a sample of a Certificate of Insurance.  
[http://FSCJ.edu/campuses/mccs/purchasing/documents/sample\\_insr\\_cert.pdf](http://FSCJ.edu/campuses/mccs/purchasing/documents/sample_insr_cert.pdf)

How to Read a Certificate of Insurance.  
[http://FSCJ.edu/campuses/mccs/purchasing/documents/cert\\_insur\\_howtoread.pdf](http://FSCJ.edu/campuses/mccs/purchasing/documents/cert_insur_howtoread.pdf)

**INSURERS: Please make sure that the Insurance Certificate or ACORD form returned to FSCJ as evidence of insurance contains the College as Certificate Holder and the bid number is listed on the certificate as shown in the sample. Without these two pieces of information the certificate submitted will be considered incomplete.**

15.02 \*\* SUBCONTRACTING \*\*

WHERE A VENDOR DOES NOT HAVE THE CAPABILITY OR THE TIME TO COMPLETE THE WORK REQUIRED UNDER THIS PROPOSAL/RFP 'IN-HOUSE', SUBCONTRACTING WILL BE PERMITTED ONLY WITH THE PRIOR KNOWLEDGE AND APPROVAL OF THE FLORIDA STATE COLLEGE AT JACKSONVILLE. THEREFORE, THE NAME OF ANY SUBCONTRACTOR CONTEMPLATED FOR USE WILL BE INCLUDED AS PART OF THE PROPOSAL/RFP. THIS PROCESS IS NEEDED SO THAT THE COLLEGE CAN BE ASSURED AND IN AGREEMENT THAT THE SUBCONTRACTOR(S) CAN COMPLETE THE WORK TO THE DESIRED QUALITY AND IN A TIMELY MANNER. THE SUBCONTRACTOR(S) MUST BE IDENTIFIED IN THE SPACE FOLLOWING:

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15.05 \*\* PROOF OF FUNCTIONAL CAPABILITIES \*\*

IT SHOULD BE UNDERSTOOD BY THE VENDOR THAT AWARD OF THIS CONTRACT MAY BE SUBJECT TO SATISFACTORY PROOF OF FUNCTIONAL CAPABILITIES OF THE EQUIPMENT/SERVICES/ITEMS AS SPECIFIED UNDER THIS SOLICITATION. IF REQUIRED, THE VENDOR WILL HAVE TO DEMONSTRATE THESE CAPABILITIES WITHIN SEVEN (7) DAYS AFTER CONDITIONAL AWARD.

16.01 \*\* MODIFICATIONS PRIOR TO DATE SET FOR OPENING PROPOSALS/RFPS \*\*

THE RIGHT IS RESERVED, AS THE INTEREST OF THE COLLEGE MAY REQUIRE, TO REVISE OR AMEND THE SPECIFICATIONS OR DRAWINGS OR BOTH PRIOR TO THE DATE SET FOR OPENING OF PROPOSALS/RFPS. SUCH REVISIONS AND AMENDMENTS, IF ANY, WILL BE ANNOUNCED BY AN ADDENDUM TO THE RFP. IF THE REVISIONS AND AMENDMENTS ARE OF A NATURE WHICH REQUIRE MATERIAL CHANGES IN QUANTITIES OR PRICES RFP OR BOTH, THE DATE SET FOR THE OPENING OF PROPOSALS/RFPS MAY BE POSTPONED BY SUCH NUMBER OF DAYS AS IN THE OPINION OF THE EX DIR PURCHASING AND AUXILIARY SERVICES WILL ENABLE PROPOSERS TO REVISE THEIR PROPOSALS/RFPS. IN SUCH CASES, THE ADDENDUM WILL INCLUDE AN ANNOUNCEMENT OF THE NEW PROPOSAL/RFP OPENING DATE.

21.02 \*\* ANNUAL FIRM PRICE/INDEFINITE QUANTITY CONTRACT \*\*

THE INTENT OF THIS RFP IS TO ESTABLISH AN ANNUAL SUPPLY/SERVICE REQUIREMENTS CONTRACT FOR FLORIDA STATE COLLEGE AT JACKSONVILLE.

THE CONTRACT WILL EXTEND FOR THE INITIAL PERIOD COMMENCING 01/1/08 OR DATE OF AWARD IF AWARD IS SUBSEQUENT THERETO) THROUGH 12/31/09. THE CONTRACT MAY BE EXTENDED THEREAFTER FOR COMPARABLE PERIODS OF TIME BY MUTUAL AGREEMENT BETWEEN THE CONTRACTOR AND THE COLLEGE, UP TO 96 MONTHS, AT MUTUALLY AGREED TO RATES.

AN UNFUNDED ANNUAL REQUIREMENT CONTRACT WILL BE AWARDED TO THE SUCCESSFUL VENDOR(S). NO DELIVERIES ARE TO BE MADE OR SERVICES PROVIDED THEREUNDER UNTIL FUNDED PURCHASE ORDERS ARE ISSUED BY THE EX DIR PURCHASING AND AUXILIARY SERVICES. ALL SUCH ORDERS WILL CITE THE BASIC CONTRACT NUMBER AND WILL INCLUDE PRICE, TERMS AND DELIVERY PROVISIONS AS SET FORTH THEREIN. INVOICING WILL BE MADE IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE FUNDED PURCHASE ORDERS.

THE QUANTITIES SET FORTH HEREIN ARE ESTIMATES ONLY AND ARE BASED UPON PAST EXPERIENCE. THE COLLEGE CANNOT GUARANTEE, THEREFORE, THAT THE ENTIRE QUANTITY OF ANY OR ALL ITEMS WILL BE ORDERED DURING THE PERIOD OF THE CONTRACT. CONVERSELY, DURING THE PERIOD OF THE CONTRACT, THE COLLEGE RESERVES THE RIGHT, AS NECESSARY, TO ORDER QUANTITIES IN EXCESS OF THE ESTIMATED QUANTITIES AT CONTRACT PRICES.

**23.00 \*\* POSTING/PROTEST OF SPECIFICATIONS \*\***

ANY "NOTICE OF PROTEST" INVOLVING THE SPECIFICATIONS, THE TERMS AND CONDITIONS OR ANY OTHER ASPECT OF THIS REQUEST FOR PROPOSAL (RFP) OR REQUEST FOR QUALIFICATION (RFQ) MUST BE FILED IN WRITING WITHIN 72 HOURS AFTER THE RECEIPT NOTICE OF THE PROJECT PLANS AND THE SOLICITATION SPECIFICATIONS. FORMAL WRITTEN PROTEST MUST BE FILED WITHIN 10 DAYS AFTER THE DATE OF THE NOTICE OF PROTEST IS FILED. THE FORMAL WRITTEN PROTEST SHALL STATE WITH PARTICULARITY THE FACTS AND LAW UPON WHICH THE PROTEST IS BASED. (SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS SHALL BE EXCLUDED IN THESE COMPUTATIONS.) **FAILURE TO FILE A NOTICE OF PROTEST OR FAILURE TO FILE A FORMAL WRITTEN PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.**

**23.01 \*\* PROTEST OF INTENDED AWARD \*\***

RFP TABULATIONS WITH RECOMMENDED AWARDS WILL BE POSTED ON OR ABOUT 7/17/07 FOR REVIEW BY INTERESTED PARTIES ON THE PURCHASING WEB PAGE: <http://www.FSCJ.org/campuses/mccs/purchasing/bidschedules.html>, UNLESS CHANGED BY ADDENDUM, AND WILL REMAIN POSTED FOR A PERIOD OF 72 HOURS (NOT INCLUDING SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS). ANY NOTICE OF PROTEST OF AWARD OR RECOMMENDATION OF AWARD SHALL BE FILED IN WRITING TO THE EX DIR PURCHASING AND AUXILIARY SERVICES WITHIN 72 HOURS AFTER THE POSTING OF THE RFP/RFQ TABULATION. **"FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57 (3), FLORIDA STATUTES SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES."** A FORMAL WRITTEN PROTEST MUST BE FILED WITHIN 10 DAYS (EXCLUDING SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS) AFTER THE DATE THE NOTICE OF PROTEST WAS FILED. THE FORMAL WRITTEN PROTEST SHALL STATE WITH PARTICULARITY THE FACTS AND LAW UPON WHICH THE PROTEST IS BASED UPON. **FAILURE TO FILE A FORMAL WRITTEN PROTEST WITHIN THE TIME PRESCRIBED SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120.57(3) FLORIDA STATUTES.** INSPECTION OR EXAMINATION OF SEALED RFP OR PROPOSALS ARE AVAILABLE FOR INSPECTION DURING NORMAL WORKING HOURS BY APPOINTMENT, UPON NOTICE OF A DECISION OR INTENDED DECISION, OR 10 DAYS AFTER RFP OR PROPOSAL PUBLIC OPENING, WHICHEVER IS EARLIER.