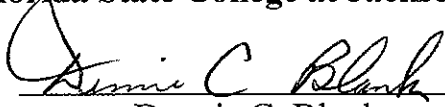


THE COLLEGE RFP:	2011-29	ISSUE DATE:	11/19/10
RFP TITLE:	STUDENT ASSISTANCE PROGRAM SERVICES		
RFP OPENING DATE & TIME:	12/17/2010 @ 2:00 PM		
PURCHASING AGENT:	Dennis Blank 904-632-3301		
FLORIDA STATE COLLEGE AT JACKSONVILLE 501 WEST STATE STREET JACKSONVILLE, FL 32202-4068 FAX or Electronic Submissions Not Allowed		<h1>REQUEST FOR PROPOSAL</h1> <p>For Florida State College at Jacksonville:</p>  Dennis C. Blank Purchasing Manager	

VENDOR INFORMATION & NO RFP BLOCKS

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":

COMPANY SUBMITTING RFP:			
MAILING ADDRESS:			
FEDERAL ID #			
CITY:			
STATE:	ZIP:	TEL:	
FAX:	EMAIL:		

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; 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

POST DATE:	1/12/11	REMOVE DATE:	1/17/11
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GENERAL CONDITIONS

Bidders are to review Florida State College at Jacksonville's General Conditions (which are incorporated by reference) by visiting: <http://www.fscj.edu/purchasing>

INSTRUCTIONS FOR W-9 FORM:

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

<http://www.fscj.edu/bids>

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

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	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ _____	
<input type="checkbox"/> Exempt from backup withholding	
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. 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.

Social security number
OR
Employer identification number

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

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. person (including a U.S. resident alien).

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.)

Sign Here	Signature of U.S. person ▶	Date ▶
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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.

U.S. person. 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.

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.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

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 THE COLLEGE 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.

Florida State College at Jacksonville serving over 24,000 FTE students annually in Duval and Nassau counties is the tenth largest community college in the country. At this time the College has a requirement your company could potentially provide.

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

STUDENT ASSISTANCE PROGRAM SERVICES

Please review and submit your formal proposals by the date and time shown on the cover of this document to:

SEALED RFP # 2011-29
Dennis C. Blank,
Purchasing Manager
Florida State College at Jacksonville
501 West State Street
Jacksonville, FL 32202-4068

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

All prices to be quoted are to be FOB destination, freight prepaid. The College is a political subdivision of the State of Florida and as such is exempt from all Federal and State taxes. The College reserves the right to reject any portion or all RFPs/proposals, to resolicit RFPs or not and to waive informalities as deemed in the best interest of the College.

Having carefully examined the terms, general conditions, general specifications of this solicitation and special conditions by signing and submitting a proposal/bid thereto with 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 the College.)

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1.00 Overview

1.01 Florida State College at Jacksonville (College) has at this time a requirement outlined in this RFP 2011-29 that your company may be qualified to submit a formal proposal.

1.02 This RFP solicits the submittal of priced proposals from qualified firms that can partner with the College to provide **Student Assistance Program Services** as defined herein.

1.03 **To be Responsive submit one (one) ORIGINAL HARD COPY AND FOUR (4) CDs with all documentation including the original proposal in .pdf format.** Original binder must be marked ORIGINAL and must have original signatures. Please label Original and each CD with the College's name, solicitation number - "RFQ #2011-29" - and your company's name. Your total submittal shall not exceed 75 pages in length (to include not only all required Florida State College at Jacksonville forms and attachments but any other documents that you may include) of the submittal. Include all required tabs. Proposals submitted that exceed the 75 page count limitation will only have the first 75 pages evaluated by the College's Evaluation Committee. Cover letters are neither required nor desired. Seventy-five page limit does not count your table of contents, tab sheet dividers; drug free workplace or college addendum forms (if any issued).

NOTE: It is the proposer's responsibility to guarantee the CDs are 100% identical to your original hard copy proposal. In the event of a discrepancy, your original hard copy will prevail

Please review and submit your formal bids by the date and time shown on the cover of this document to:

SEALED QUOTATION # 2011-29

Dennis Blank
Florida State College at Jacksonville
Purchasing Manager
Room 305K
501 West State Street
Jacksonville, FL 32202

- 1.04 Your proposal must be signed by an authorized employee/officer with the authority to bind a contract.
- 1.05 Any proposal submitted shall have prices firm for at least 60 days from public opening.
- 1.06 Please direct any questions/clarification inquiries to the following College staff.

Program Contact Person:

Dr. Billy Davis
Dean Student Success
Phone 904-646-2007
e-mail brdavis@fscj.edu

Purchasing Contact Person:

Dennis Blank
Purchasing Manager
Phone 904-632-3301
e-mail dblank@fscj.edu

- 1.07 As deemed in the College's best interest, the College reserves the right to:
1. Reject any or all proposals submitted.
 2. To resolicit proposals or not.
 3. To award any portion(s) of this RFP.
 4. To waive informalities.
 5. To issue to all responsive proposers request for information (RFI's).
 6. To issue requests to negotiate with finalist and solicit best and final offers.

2.00 Existing Conditions

Florida State College at Jacksonville (College) has five (5) campuses and five (5) centers in Duval County and one (1) center in Nassau County. The College is the tenth largest community college in the country providing instruction to over 24,000 FTE students.

The College at this time, does not provide Student Assistance Program services.

The College has provided and continues to provide all college fulltime employees access to Employee Assistance Programs at no charge to the employee.

3.00 Problem Statement

To identify a qualified contractor who can provide the best total value to the College that best meets the specifications for our Student Assistance Program Services.

3.10 RFP Objectives

It is the College's objective to solicit the submittal of proposals from qualified licensed contractor to provide Student Assistance Program Services.

It is the College's intent to recommend to College Administration authorization to negotiate and enter into a satisfactory contract with the top ranked proposer for an initial 3 year fixed rate term of 5/1/11 through 4/30/13 with the option for mutually agreed to additional three (3) year renewals based on continued need, mutually agreed to rates not to exceed the federal CPI rate, and terms and conditions.

Any resultant contract would include a 90 day termination provision without cause or cost for both parties.

4.00 Proposal Guidelines/Scope of Services

4.10 **PROPOSERS ARE HIGHLY ENCOURAGED TO FOLLOW THE RFP NUMERICAL SEQUENTIAL FORMAT OF THIS RFP# 2011-29**

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 during the proposal preparation and evaluation period. However, all proposers will be provided a copy of all written questions (submitted prior to 5 pm November 29, 2010 of the College's responses, unless the written inquiry pertained to an administrative or procedural matter. Send all inquires to the attention of:

Dennis Blank Purchasing Manager
Florida State College at Jacksonville
501 West State Street
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 a schedule to be negotiated by the awarded vendor and the College.

4.40 GENERAL CONDITION

4.41 EXPLANATIONS TO PROPOSERS: Any explanation desired by a contractor regarding the meaning or interpretation of the request for proposal, Form of Agreement, etc. must be requested in writing from the the College Purchasing Director with sufficient time prior to the define established deadline as defined in Section #7 to allow for a 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 College Purchasing Manager, it is each proposer's responsibility to check with the issuing office and immediately secure all addenda before submitting your proposal. The COLLEGE Purchasing Manager mails by U.S. 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. If erasures or other changes appear on the forms, each erasure or change must be initialed by the person signing the proposal. Telegraphic or electronic 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 office designated in the RFP prior to the time set for public opening of proposals.

4.44 FAMILIARITY WITH LAWS: The proposer is assumed to be familiar with all Federal, State of Florida and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the proposer will in no way relieve you from your contractual responsibility.

4.45 Contractor shall disclose with their proposal the names of any College employees or District Board of Trustees members that are also owners or employees of your company.

Student Assistance Program Services

The College seeks a provider that will make available short-term, confidential counseling and/or crisis intervention services to include but not limited to (A) alcohol/drug abuse counseling, (B) marital/family counseling, (C) stress and other psychological problems (D) work-place problems, (E) grief counseling, (F) abuse counseling, and (G) financial problems for its student population.

5.00 Proposal/Interrogatories/Evaluation Criteria

To be responsive proposers shall complete this "entire" Section #5.00. **The College evaluation committee will evaluate responsive written proposals submitted.** Please assure your proposal follows the RFP#2011-29 numerical order format.

5.01 Company Unique Qualifications:

The committee evaluation will include reference to your company's past experience and unique qualifications providing either Student Assistance Program (SAP) services or Employee Assistance Program (EAP) services to higher education. The committee will assign up to 15 points to proposers based on the degree of their unique qualifications and "related" past experience. (0 - 15 points)

5.011 Name of proposer: _____

5.012 Primary contact person: Name _____
Phone No. (____) _____
Fax No. (____) _____
e-mail _____

5.013 Location of most local: _____

SAP/EAP triage/dispatch office : _____
SAP/EAP Licensed clinicians: _____

5.014 Year proposer's business started? _____

5.015 Year proposer began providing SAP/EAP services as specified herein? _____

5.016 Is SAP/EAP services your primary business? Yes _____ No _____.

5.017 What percentage of your business is the result of SAP/EAP services _____%.

5.018 To be responsive, proposer shall list below 3-5 related references of your providing similar services as defined in this RFP: (Preference will be given to references that are for clients you have managed at least three (3) years and with greater than \$10,000 per year annual sales.

Client	Contact Name	Phone #	# Years of Contractual Relationship	\$/Year Sales

5.018a Please list below the name of the company or subcontractors that will provide defined SAP services. (if self performed so notate)

5.018b At what locations do you currently manage similar services?

5.018c Describe below a brief overview of your company's unique qualifications.

5.018d Describe below your company's experience in higher education providing EAP or SAP management services for clients.

5.019e How many employees/sub contractors does your company have in Northeast Florida? _____
 In Florida _____ In the USA? _____

5.02 An Established Local SAP/EAP Network

The evaluation committee will consider the College's preference to have the SAP/EAP provider have a network of licensed providers in the greater Jacksonville area. The Committee will assign points bases upon the length of time the network has been established.

0-40 Points) and will take into consideration the distribution of the provider network throughout the service area.

5.021 Do you have an existing local office or network of licensed providers in the greater Jacksonville area as defined above?

Yes _____ No _____

If yes, how many years have you had an office or network in the Jacksonville area? _____ Years

How many licensed providers are currently in your network in the greater Jacksonville area? _____ Please attach a provider listing for the surrounding counties.

5.022 The College prefers the "proposers" submitting a proposal shall provide evidence with their proposal that they have had an established functional local SAP/EAP office or network of providers for no less than 2 years in Duval or its immediate surrounding counties.

5.023 If you do not have a local office or network in the greater Jacksonville area as defined above will you to commit to establishing such an office or network consisting of at least 10 to 15 licensed professionals within three (3) month of award of a contract and maintain this office and network for the entire term of the contract? Yes _____ No _____ (up to 25 points)

5.03 Proposed Network Project Staff Professional Qualifications and Experience:

The College prefers that on a 24x7 basis all professionals responding to SAP calls have at least a masters degree and appropriate licenses in a clinical field of counseling. The committee evaluation will include your proposed staff qualifications including, but not limited to:

- a. Your proposed management/organizational chart and regional and national support.
- b. Specific qualifications, educational background, and experience of staff proposed to serve and manage the College's clients.
- c. Qualifications of licensed providers in your network

The committee will assign up to 30 points based on the proposed, proposed staff and network qualifications. (0-30 points).

- 5.031 To be responsive proposers shall attach (Labeled as 5.031) a list of Northeast Florida employees, titles and credentials as well as list of all licensed professionals and their office locations contracted by your firm in your network that would be accepting the College clients, Indicate whether said contractors are in compliance with ADA and HIPAA. Agreed? Yes _____ No _____
List supplied with proposal? Yes _____ No _____
- 5.032 Awarded contractor shall maintain in good standing all professional licensure and appropriate staffing to meet clients needs at all times. Include in your proposal confirmation that at least one professional in your NE Florida network shall be qualified to assess serious psychological dysfunction.
Agreed? Yes _____ No _____
- 5.033 It is preferred proposers define below the name of each employee that will serve as designated contact person/account manager for the College that is proposed to be part of your proposal and attach (Label as response to #5.033) a short bio/resume for each person that defines their formal educational degrees earned, past related/unique work experience on higher educational campuses and number of years they have worked for your firm.

Title	Employee's Name	Current Title	# of Years With Your Firm
Regional Director			
Director of Local Office			
Partner			
Other??			

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 previously implementing and managing a successful SAP/EAP program. The committee will assign up to 30 points based on the breadth of scope of services proposed meeting or exceeding the RFP specifications and the functionality and prior experience in providing such services.
(0 - 30 points)

5.041 To be responsive, proposer shall commit to providing short-term confidential counseling and/or crisis intervention services to include (A) alcohol/drug abuse counseling, (B) marital/family counseling, (C) stress and other psychological problems (D) work-place problems, (E) grief counseling, (F) abuse counseling, and (G) financial problems by no later than May 1, 2011. Agreed? Yes ___ No ___ Describe below how you would implement this service.

5.042 Awarded contractor will offer services which allow clients to receive counseling by provider's licensed staff or provider network for most referrals, for three (3) visits or telephone consultations at no charge to the client. Agreed? Yes _____ No _____

5.043 Awarded contractor agrees that all data and information obtained as a result of its services shall not be shared or communicated in any manner with any other party and that confidentiality of all reports shall be guaranteed. Describe below your confidentiality policy. _____

5.044 Maintain all general and professional liability insurance coverage (as defined in "Special Condition" #8.01) in effect during all terms of the contract. The selected provider will be required to submit certificates of insurance, prior to the award of the contract and at each renewal.

5.046 How in detail would your company propose the College transition into a contract with your company, if awarded? (Include a proposed detailed timeline that includes major milestones (i.e. sign contract, conduct on campus marketing/orientation meetings, etc.) (Label as #5.046)

5.047 Proposers shall certify in their proposal that they provide a Drug-Free Workplace by executing Special Conditions "Drug-Free Workplace" form. Included with proposal?
Yes__ No__

5.048 Proposers shall provide evidence with their proposal that they comply with all Equal Access and Equal Opportunity regulations and with the American with Disabilities Act and HIPAA. Include in proposal Yes_____ No _____

5.049 Does your proposal fully comply with all RFP # 2011-29 requirements?
Yes_____ No_____ (If no, please describe):

5.049a Does your proposal "exceed" the minimum requirements of this RFP # 2011-29?
Yes_____ No_____ (If yes, please describe):

5.049b If awarded this contract # 2011-29 on February 9, 2011, the college prefers your company assume full responsibility for all services required on May 1, 2011. Agreed? Yes_ No __ If you can not establish a network in the surrounding Jacksonville area by then, when do you propose to start?

5.049c The proposer, by submitting a proposal agrees the awarded contractor agrees that the resultant contract shall include:
A. Being an "independent contractor" providing all supervision of staff including paying all wages and salaries for personnel specified, including payment of all insurance as specified in special condition 8.01.
B. Agreeing to a 90-day right of either party to request in writing termination of contract without cause.
C. Agreeing to a 14-day notice of default whereby either party shall be provided 14 days written notice to resolve any breach of contract terms and if said breach is not cured after 14 days said contract can be terminated within 7 days thereof.

- D. Agreeing to sign a hold harmless statement that as the awarded contractor you would defend and hold the District Board of Trustees harmless from any third party as the result of contractor's, employees', subcontractors' or agents' negligence.
- E. Agree to obtain the written approval of the College's marketing department before any advertisements or merchandise is printed that contains the College's logo.
- F. Agree that the College shall retain the right to request awarded contractor to replace assigned staff or network providers from our network based on unsatisfactory customer service. Agreed? Yes ___ No ___

5.05 **Ability and Willingness to Provide Student Training and Awareness of Services Education**

The committee evaluation will evaluate the ability and willingness to provide user training and promote awareness to the College students and staff of services provided. The committee will assign up to 20 points based on the degree of meeting this requirement. (0 - 20 points)

- 5.051 Awarded proposer shall provide 2000 copies of a special information brochure, promotional items containing the College logo which describes the provider's SAP/EAP services network and how a student can access the network. These brochures shall be folded, medium stock with color. Agreed? Yes ___ No ___
- 5.052 Awarded proposer shall attend as requested scheduled College wide events at least 15 per year to promote and explain services to students and staff. Agreed? Yes ___ No ___
- 5.053 Conduct in person or webinar training sessions at least 15 per year for College staff to help promote in the identification and referral of situations that would benefit from this service. Agreed? Yes _____ No _____
- 5.054 Please provide topics of sessions you would make available and provide a sample of curriculum.

5.06 Development and Submittal of Reports for the College

The committee evaluation will include the proposer's commitment and the example of the quarterly SAP reports that will be provided to the College's designee. (0 - 10 points)

- 5.061 Proposer shall provide quarterly reports to the College designee which reflect by campus and overall: (1) cumulative number of clients seen, (2) number of new clients, (3) number of clients referred to other agencies or providers, (4) nature of client problems, and (5) feedback on College referrals. Agreed? Yes ___ No ___
- 5.062 Proposers shall attach with your proposal an example of your proposed quarterly report. Agreed Yes ___ No _
- 5.063 In what format and by what means will quarterly reports be sent to the College designee? Describe format _____

Method of transmittal _____
- 5.064 Proposer will preferably supply quarterly data to the College within 5 working days after a close of a quarter. Agreed? Yes _____ No _____ (if no by when?) _____

5.07 Total Cost/Value:

The committee will evaluate the price quotations proposed and calculate an analytical total cost assigning 30 points to that proposal with the overall analytical lowest cost and calculate the scores of the other proposals on a percentage basis. (0-30 Points)

Rate and fee basis for services to be performed; fee quotations are required on the basis of (1) flat fee per student FTE/month fixed for the initial term for services for students.

Proposer shall be responsible to supply all necessary supplies, software, and certified and licensed personnel to conduct the College's SAP requirements as specified in this RFP.

Base bid:

36 months for 24,000 FTE based upon 3 sessions x \$ _____ per month = Total \$ _____ for 36 months**

Alternate 1

36 months for 24,000 FTE based upon 5 sessions x \$ _____ per month = Total \$ _____ for 36 months**

Alternate 2

36 months for 24,000 FTE based upon 8 sessions x \$ _____ per month = Total \$ _____ for 36 months**

** To be paid quarterly on net 30 day payment terms upon receipt of an acceptable invoice.

The College reserves the right to choose the base bid, Alternate 1 or Alternate 2 as deemed most advantageous to the College's goal and within the College's established budget restraints.

5.08 Twenty Four Hour a Day Seven Days a Week 365 Days a Year
Availability of Service

The Evaluation Committee will review your response as to how you propose to provide total coverage and assign a point value based upon the extent of your response. In most instances treatment sessions would be handled during a normal work day. There may be a need in case of emergency a requirement for services at any time of the day or week. It is required that such emergency services be available. (0-20 points).

5.081 The College prefers that all SAP calls for service be answered live by a master degreed professional licensed in a clinical field on a 24/7/365 days a year basis. Does your proposed service meet this preferred requirement?
Yes ___ No ___ (If no, please describe your proposed process (ie. answering service and their qualifications) _____

5.082 Describe the process and network to include names and phone numbers, certifications and qualifications of the individuals that will facilitate such emergency response after hours and weekend services. _____

5.083 Would these services be handled by a local provider? Yes ___ No ___
Supply location, contact information, qualifications and certifications of the triage phone provider of these emergency requirements. _____

5.084 The College prefers a response in a crisis situation at any campus location at any time within four hours or less upon notification. Will your organization be able to meet this preference?
Yes _____ No _____
Please define how you identify a crisis situation and describe the protocol you would use in response.

5.09 Client flow through process

The Evaluation Committee will evaluate your response and assign points based on the process proposed as to how a student would obtain treatment the proposed process to be followed to refer those clients that may require treatment beyond the initial three(3) in person sessions.
(0-20 points)

5.091 Should the awarded provider determine that more than three(3) contracted clinical sessions are required, referral to the student's health care plan (if available) or other community resources will be recommended to the student. Agreed? Yes ___ No ___ Describe below what process you would propose to use to make such a referral. _____

5.092 Do you provide a confidential "barrier free" location for all services, which are in compliance with both Federal and State accessibility requirements including (ADA), (HIPAA) in the Jacksonville metropolitan area? Yes ___ No ___ If so attach a listing of the locations. Attached Yes ___ No ___

5.093 Describe below the appointment schedule process used to meet the student's needs during normal office hours of 8:00 am to 5:00 pm Monday through Friday. _____

5.094 Describe below the appointment schedule process and availability of non 8:00 am to 5:00 pm Monday - Friday to meet a student's needs. _____

5.10 Finalist References

The evaluation committee will review and contact references of finalist provided (Section 5.018) to quantify if the reference is truly related to this RFP Scope of Services as well as the quality of the reference as to your clients satisfaction with services provided to date years of contracted relationship and size. The evaluation committee will assign up to 35 points for exceptional references. (0 - 35 points)

5.11 Finalist Interview (Optional):

The evaluation committee reserves the right to conduct interviews of all finalists or not. The committee will assign up to 50 points for interviews conducted based on the finalist degree of understanding the RFP requirements and commitment to meeting or exceeding these minimum requirements. (0-50 points)

6.00 Evaluation Criteria/Basis of Award:

College reserves the right to award base bid or Alternate 1 or Alternate 2 to a single proposer whichever is deemed in the College's best interest.

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

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

It is the College's intent to negotiate with the top ranked proposer for each lot a satisfactory contract, as deemed in the College's best interest. If a satisfactory contract for each lot can not be negotiated, negotiations will be formally terminated. The College then would begin negotiations with the next ranked proposer until a satisfactory contract can be negotiated and enter into.

Listed below is this request for proposal evaluation criteria matrix sheet the committee will utilize to evaluate your proposal.

EVALUATION CRITERIA MATRIX

Max Evaluation Points	Evaluation Criteria	Proposer
15	Company Qualifications	
40	An Established Local SAP/EAP Network of Providers	
30	Professional Qualifications	
30	Scope of Services	
20	Ability to Provide Training	
10	Description and Examples of Reports	
30	Total Cost	
20	24/7/365 Access	
20	Client Flow Through Process	
35	Reference Checks	
250	Sub Total	
50	Interview (Optional)	
300	Grand Total	

7.00

Schedule

11/19/10	RFP issue date
11/29/10 5p.m.	Deadline to submit (by email to @the College.edu) final request for clarifications
12/17/10 @ 2:00 p.m. (EST)	Public proposal opening at the College, Administrative Service Building, 501 West State Street, Jacksonville, FL 32202 (3 rd floor purchasing) Room 305
12/17/10 thru 1/6/11	Evaluation committee review responsive proposals submitted.
1/6/11 1-5p.m.	Public evaluation meeting, Administrative Service Building, 501 West State Street Jacksonville, FL 32202 Room #403A
1/10/11 8 am - 3 pm	(Optional) interview/demonstration of finalist, time and location TBD.
1/10/11 3pm - 5 pm	Public evaluation meeting, Administrative Service Building 501 West State Street Jacksonville, FL 32202 Room # 406
1/12/11	Posting of recommendation of award.
1/17/11	End of posting period.
2/7/11	Recommendation submitted to the College's District Board of Trustees for approval.
2/7/11 To 2/9/11	Negotiations of contract
2/11/11	Planned date to sign satisfactory contract (upon receipt of specified certificate of insurance).
5/1/11	Date contract will commence.

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:

** 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

THE COLLEGE 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)

A PERSON OR AFFILIATE WHO HAS BEEN PLACED ON THE CONVICTED VENDOR LIST FOLLOWING A CONVICTION FOR A PUBLIC ENTITY CRIME MAY NOT SUBMIT A RFP ON A CONTRACT TO PROVIDE ANY 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 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 FOR A PERIOD OF 36 MONTHS FROM THE DATE OF BEING PLACED ON THE CONVICTED VENDOR LIST.

** 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.

1.02 ** EXCLUSIVE CONTRACTS **

THE COLLEGE RESERVES THE RIGHT TO ORDER ITEMS FROM OTHER SOURCES AS DEEMED APPROPRIATE IN CONDUCTING NORMAL BUSINESS OR IN THE BEST INTERESTS OF THE COLLEGE. HOWEVER, THIS PROVISION SHALL NOT BE USED TO CIRCUMVENT THE INTENT OF THE CONTRACT.

1.06 ** EQUIPMENT/MATERIALS/LABOR **

IT WILL BE THE RESPONSIBILITY OF THE SUCCESSFUL PROPOSER TO SUPPLY ALL MATERIALS, TOOLS, NECESSARY LABOR, ETC. FOR THE WORK TO BE PERFORMED AS SPECIFIED.

2.01 ** AWARD **

AWARD WILL BE ON AN 'ALL-OR-NONE' BASIS. ALL ITEMS MUST BE INDIVIDUALLY PRICED, HOWEVER, FOR ACCOUNTING PURPOSES EVEN THOUGH BID ON AN ALL-OR-NONE BASIS.

8.01 ** INSURANCE (PROFESSIONAL SERVICES)

THE AWARDED CONTRACT SHALL FURNISH A CERTIFICATE OF YOUR CURRENT INSURANCE, ON AN ACORD FORM (SAMPLE ATTACHED) **WHICH MUST INCLUDE THE THE COLLEGE RFP NUMBER**, TO THE PURCHASING MANAGER TO BE EFFECTIVE DURING THE TERM OF THE CONTRACT AND ANY EXTENSION THEREOF, PRIOR TO THE COMMENCEMENT OF WORK. COVERAGE SHALL BE NO LESS THAN:

FOR PROFESSIONAL SERVICES:

- (A) STANDARD WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE SUCH AS MAY BE PROPER UNDER APPLICABLE STATE OR FEDERAL STATUTES.
- (B) COMPREHENSIVE GENERAL LIABILITY INSURANCE WILL BE PROVIDED FOR \$1,000,000.
- (C) ERRORS & OMISSIONS INSURANCE (\$1,000,000) PROFESSIONAL LIABILITY INSURING LOSSES INCURRED AS A RESULT OF CONTRACTOR'S NEGLIGENCE.

- (C) CONTRACTOR WARRANTY INSURANCE COVERAGE, INCLUDING COVERAGE FOR CONTRACTOR NEGLIGENCE, AND BREACH OF CONTRACT, TO INCLUDE REPLACEMENT COVERAGE FOR COLLEGE PROPERTY DAMAGED DUE TO CONTRACTOR NEGLIGENCE.

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

TO EXPEDITE THE INSURING PROCESS VENDORS ARE REQUESTED TO FORWARD THE ATTACHED ACORD SPECIMEN FORM TO THEIR INSURANCE COMPANIES.

CERTIFICATE OF INSURANCE	
PRODUCER	COMPANIES AFFORDING COVERAGE
	COMPANY LETTER A
	COMPANY LETTER B
CODE	COMPANY LETTER C
INSURED	COMPANY LETTER D
S P E C I M E N	COMPANY LETTER E
COVERAGES--TYPE OF INSURANCE	
GENERAL LIABILITY	
AUTOMOBILE LIABILITY	
EXCESS LIABILITY	
THE COLLEGE FILE NUMBER: 2011-29	FILE OR RFP NUMBER (IN UPPER LEFT HAND CORNER) MUST BE ON ALL AGREEMENTS.
CERTIFICATE HOLDER: The District Board of Trustees Florida State College at Jacksonville Attn: Purchasing Manager 501 West State St Jacksonville, FL 32202	CANCELLATION: Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

VENDOR: PLEASE FORWARD THIS SPECIMEN FORM TO YOUR INSURER.

INSURERS: Please make sure that the ACORD form returned to THE COLLEGE as evidence of insurance contains the Certificate Holder as listed here and the RFP number listed at the top left corner of this page. Without these two pieces of information the certificate 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:

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.

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 1/1/2011 OR DATE OF AWARD IF AWARD IS SUBSEQUENT THERETO) THROUGH 12/31/2013. THE CONTRACT MAY BE EXTENDED THEREAFTER FOR COMPARABLE PERIODS OF TIME BY MUTUAL AGREEMENT BETWEEN THE CONTRACTOR AND THE COLLEGE, UP TO 36 MONTHS, PROVIDING THERE IS NO CHANGE IN TERMS AND CONDITIONS. RATES MAY BE NEGOTIATED ANNUALLY, NOT TO EXCEED THAT CALENDAR YEAR'S FEDERAL CONSUMER PRICE INDEX (CPI) INCREASE, SAME TERMS AND CONDITIONS.

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 PURCHASING MANAGER. 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.

23.90 ** INTERPRETATIONS/PROTESTS **

ANY QUESTIONS CONCERNING CONDITIONS OR SPECIFICATIONS SHALL BE DIRECTED IN WRITING TO THE PURCHASING DEPARTMENT. INQUIRES MUST REFERENCE THE DATE OF BID OPENING AND BID NUMBER. NO INTERPRETATIONS TO SUCH QUESTIONS OR INQUIRIES SHALL BE CONSIDERED BINDING UNLESS PROVIDED IN WRITING BY THE COLLEGE.

23.91 **PROTEST OF SOLICITATION SPECIFICATIONS **

TO PROTEST THE SPECIFICATIONS OR THE TERMS AND CONDITIONS CONTAINED IN THIS INVITATION TO BID (ITB), REQUEST FOR PROPOSAL (RFP) OR REQUEST FOR QUALIFICATION (RFQ) A WRITTEN NOTICE THAT INCLUDES THE SOLICITATION # AND TITLE, TOGETHER WITH A BRIEF DESCRIPTION OF THE BASIS FOR THE PROTEST MUST BE FILED WITH THE PURCHASING MANAGER AT 501 W. STATE STREET, JACKSONVILLE, FL 32202, WITHIN 72 HOURS AFTER RECEIPT OF THE PROJECT PLANS/SOLICITATION SPECIFICATIONS. FOR PURPOSES OF THIS SECTION, SATURDAYS, SUNDAYS AND STATE HOLIDAYS SHALL BE EXCLUDED IN THE COMPUTATIONS OF THE 72 HOUR TIME PERIOD. A FORMAL WRITTEN PROTEST MUST BE FILED WITHIN 10 DAYS AFTER THE DATE OF THE NOTICE OF PROTEST IS FILED. THE FORMAL WRITTEN PROTEST MUST STATE WITH PARTICULARITY ALL FACTS AND LAW UPON WHICH THE PROTEST IS BASED.

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.

23.92 ** PROTEST OF AWARDS AND INTENDED AWARD **

BID TABULATIONS WITH RECOMMENDED AWARDS WILL BE POSTED ON OR ABOUT FOR REVIEW BY INTERESTED PARTIES ON THE PURCHASING WEB PAGE: <http://www.fscj.edu/bids> UNLESS CHANGED BY ADDENDUM, AND WILL REMAIN POSTED FOR A PERIOD OF 72 HOURS (NOT INCLUDING SATURDAYS, SUNDAYS AND STATE HOLIDAYS). ANY PERSON WHO IS ADVERSELY AFFECTED BY THE COLLEGE'S DECISION OR INTENDED DECISION SHALL FILE A WRITTEN NOTICE OF PROTEST THAT INCLUDES THE SOLICITATION # AND TITLE, TOGETHER WITH A BRIEF DESCRIPTION OF THE BASIS FOR THE PROTEST WITH THE PURCHASING MANAGER AT 501 W. STATE STREET, JACKSONVILLE, FL 32202, WITHIN 72 HOURS AFTER THE POSTING OF THE ITB/RFP/RFQ BID TABULATION. A FORMAL WRITTEN PROTEST MUST BE FILED WITHIN 10 DAYS AFTER THE DATE THE NOTICE OF PROTEST WAS FILED. THE FORMAL WRITTEN PROTEST SHALL STATE WITH PARTICULARITY ALL FACTS AND LAW UPON WHICH THE PROTEST IS BASED. INSPECTION OR EXAMINATION OF OPENED BIDS OR PROPOSALS ARE AVAILABLE FOR INSPECTION FROM 7AM-5PM MONDAY-FRIDAY BY APPOINTMENT, UPON NOTICE OF A DECISION OR INTENDED DECISION, OR 10 DAYS AFTER INVITATION TO BID(ITB), REQUEST FOR QUALIFICATIONS(RFQ) OR REQUEST FOR PROPOSAL(RFP) PUBLIC OPENING, WHICHEVER IS EARLIER. **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.