



The State of Florida

Department of Management Services

Request for Proposals (RFP)

Temporary Staffing Services

RFP No. 21-80111600-RFP

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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. Any protest concerning this agency decision must be timely filed with the Agency Clerk. Protests may be filed by courier, hand delivery, or U.S. mail at Department of Management Services, Office of the General Counsel, Attention: Agency Clerk, 4050 Esplanade Way, Suite 160, Tallahassee, FL 32399-0950. Protests may also be filed by fax at 850-922-6312 or by email at agencyclerk@dms.fl.gov. It is the filing party's responsibility to meet all filing deadlines.

The Procurement Officer should be copied on such filings.

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Attachments

- Contract Exhibit A – Statement of Work
- Contract Exhibit B – Special Contract Conditions
- Contract Exhibit C – Job Title Descriptions
- Attachment A – Experience and Personnel Proposal Instructions and Evaluation Criteria
- Attachment B – Technical Proposal Instructions and Evaluation Criteria
- Attachment C – Cost Proposal
- Attachment D – Draft Contract
- Attachment E – Subcontracting

1 Introduction

The State of Florida (State), Department of Management Services (Department or DMS), is issuing this Request for Proposals (RFP) to establish a State Term Contract (STC) for administrative, industrial, and medical temporary staffing services via a managed service provider solution. The Department invites interested vendors to submit Proposals in accordance with this RFP. The Department intends to award a Contract to one (1) vendor for all of the work contemplated by this RFP. However, the Department reserves the right to award a Contract to more than one (1) vendor or no vendors, for all or part of the work contemplated by this RFP, as determined to be the most advantageous to the State.

The annual spending volume for temporary administrative and light industrial staff under Contract No. 3141800-14-ACS in calendar year 2019 was approximately \$22.4 million. This amount does not include medical staffing services. This estimated volume is for informational purposes only and should not be construed as representing actual, guaranteed, or minimum purchases under a contract, if any contracts are awarded pursuant to this RFP.

This solicitation and all agency decisions regarding this solicitation will be posted on the Vendor Bid System (VBS). Respondents, Vendors, and other interested parties are responsible for monitoring VBS for information regarding procurement opportunities and decisions and other matters relating to this procurement. Respondents must submit Proposals and any questions regarding this solicitation through MyFloridaMarketPlace (MFMP) Sourcing. Additional information about submitting a Proposal can be found in Section 3, Responding to the RFP, of this solicitation.

1.1 Objective

The Department's objective in issuing this solicitation is to establish a STC, as defined by section 287.012(28), Florida Statutes (F.S.), for Temporary Staffing Services. The Department anticipates contracting with a Respondent(s) who will:

- Provide a reliable and easily accessible Managed Service Provider Solution;
- Ensure that staffing resources are available statewide;
- Provide qualified personnel based on job description;
- Provide assistance to Customers to resolve employment issues or replace personnel;
- Process Customer requests timely and in accordance with the Statement of Work;
- Timely and accurately provide invoices and receipts; and
- Treat Customers and employees with respect.

Complete and detailed information regarding the required services can be found in Contract Exhibit A, Statement of Work.

1.2 Timeline of Events

The table below contains the Timeline of Events for this solicitation. The dates and times within the Timeline of Events are subject to change. It is the responsibility of the Respondent to check for any changes on VBS.

Respondents shall not rely on the MFMP Sourcing time clock. It is not the official submission date and time deadline. The official solicitation dates and deadlines are reflected in the Timeline of Events.

Event	Time	Date
Solicitation Notification posted on VBS and in MFMP Sourcing		1/26/2021
Written Question Submission Deadline (must be submitted in MFMP Sourcing)	12:00 p.m. ET	2/09/2021
Anticipated Date of Q&A posted on VBS		3/02/2021
Solicitation opens in MFMP Sourcing in Open Status and Respondents may begin submitting Proposals in MFMP Sourcing	12:00 p.m. ET	3/03/2021
Proposals Due in MFMP Sourcing	1:00 p.m. ET	3/17/2021
<p>Public Meeting: Proposal Opening Non-Mandatory for Respondents</p> <p>Conference Call No.: 888-585-9008 Participant Code No.: 145-153-086</p> <p>Any person requiring a special accommodation due to a disability should contact the Department’s Americans with Disabilities Act (ADA) Coordinator at (850) 922-7535 or ADA.Coordinator@dms.myflorida.com at least five (5) business days prior to the scheduled event.</p>	1:01 p.m. ET	3/17/2021
Anticipated Proposal Evaluation Period		3/30/2021-4/27/2021
Anticipated date to post Notice of Intent to Award on VBS		5/11/2021
Anticipated Contract Start Date		6/01/2021

1.3 Contract Term

The term is as specified in Attachment D, Draft Contract.

1.4 Definitions

Definitions contained in section 287.012, F.S.; Rule 60A-1.001, Florida Administrative Code (F.A.C.); Contract Exhibit B, Special Contract Conditions; Contract Exhibit A, Statement of Work; and the PUR 1001, General Instructions to Respondents (10/06), are incorporated by

reference. In the event of a conflict, the definitions listed in this section supersede the incorporated definitions. All definitions apply in both their singular and plural sense.

1.4.1 Contract – The binding agreement between the Department and the Contractor that results from this competitive procurement.

1.4.2 Contractor – The responsive and responsible Respondent(s) awarded a Contract pursuant to this solicitation.

1.4.3 Proposal – A Respondent’s formal submission in response to this RFP.

1.4.4 Respondent – A Vendor who submits a Proposal to this solicitation.

1.4.5 Vendor – A person or entity that may provide or is providing commodities or contractual services under a purchase order or contract.

1.4.6 Vendor Bid System (VBS) – The State bidding system developed in accordance with section 287.042(3)(b)2., F.S. The Vendor Bid System may be accessed by visiting http://www.myflorida.com/apps/vbs/vbs_main_menu.

1.5 Special Accommodations

Any person requiring a special accommodation due to a disability should contact the Department’s Americans with Disabilities Act (ADA) Coordinator at (850) 922-7535 or ADA.Coordinator@dms.fl.gov at least five (5) business days prior to the scheduled event. If you are hearing or speech-impaired, please contact the ADA Coordinator by using the Florida Relay Service at (800) 955-8771 (TDD).

1.6 Procurement Officer

The Procurement Officer named below is the sole point of contact for information regarding this solicitation.

Gerriod Griffin, Purchasing Analyst
Division of State Purchasing
Florida Department of Management Services
4050 Esplanade Way, Suite 360, Tallahassee, FL 32399-0950
Phone: 850-487-1463
Email: gerriod.griffin@dms.fl.gov

Pursuant to section 287.057(23), F.S., Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and State holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

ALL EMAILS TO THE PROCUREMENT OFFICER SHOULD CONTAIN THE SOLICITATION NUMBER IN THE SUBJECT LINE OF THE EMAIL.

1.7 Department's Rights to Reject Proposals

The Department may reject any Proposal not submitted in the manner specified by this solicitation.

Proposals that do not meet all requirements, specifications, terms, and conditions of the solicitation or fail to provide all required information, documents, or materials may be rejected as non-responsive. Respondents whose Proposals, references, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of the Contract may be rejected as not responsible. The Department reserves the right to determine which Proposals meet the requirements of this solicitation and which Respondents are responsive and responsible.

In this solicitation, the words "should" or "may" indicate desirable attributes or conditions but are permissive in nature. Where language indicates that the attribute or condition is mandatory, the Department still reserves the right to waive any minor irregularity if the Department determines that it is in the best interest of the State to do so.

Material deviations cannot be waived. A deviation from a requirement or condition is material if, in the Department's discretion, it provides a substantial advantage to one (1) Respondent over another or has a potentially significant effect on the quality of the Proposal or on the cost to the State.

1.8 Order of Precedence for Solicitation

In the event of a conflict, the conflict will be resolved in the following order of priority (highest to lowest):

1. Addenda to the solicitation, if any (in reverse order of issuance)
2. This RFP and any RFP attachments not listed below
3. Draft Contract (Attachment D)
4. Statement of Work (Contract Exhibit A)
5. Special Contract Conditions (Contract Exhibit B)

2 Solicitation Overview

2.1 Governance

The solicitation is governed by Florida law, including Chapters 287 and 120, F.S., and Chapters 60A-1 and 28-110, F.A.C.

2.2 Pre-Proposal Conference

A pre-Proposal conference will not be held for this solicitation.

2.3 Public Opening

Proposals will be opened on the date and at the time and location indicated in the Timeline of Events section of this solicitation. Respondents are not required to attend. The Department does not announce prices or release other materials at this public meeting, pursuant to section 119.071(1)(b), F.S.

2.4 Vendor Questions

The Department invites interested and registered Vendors to submit questions regarding the solicitation.

Questions must be submitted in MFMP Sourcing by the time and date reflected in Section 1.2, Timeline of Events, of this solicitation.

Respondents are strongly encouraged to ask any questions regarding this RFP, including the proposed Contract terms and conditions, prior to the deadline to submit questions.

2.5 Addenda

The Department reserves the right to modify this solicitation by issuing addenda. Addenda may modify any aspect of this solicitation. It is the Vendor's responsibility to check VBS and MFMP Sourcing for any changes to a solicitation.

2.6 Contract Formation

The Department may issue a Notice of Intent to Award to one (1) or more responsive and responsible Respondent(s). However, no Contract shall be formed between a Respondent and the Department until both parties sign the Contract. The Department shall not be liable for any work performed before the Contract is effective.

The Department intends to enter into a Contract(s) with a Respondent(s) pursuant to Section 5.2, Basis of Award, of this solicitation. No additional documents submitted by a Respondent shall be incorporated in the Contract unless they are specifically identified, incorporated by reference, and approved by the Department. If any additional documents are submitted by the Respondent after submission of the Proposal, the additional documents shall not be considered for the Basis of Award.

2.7 Cost of Proposal Preparation and Independent Preparation

The costs related to the development and submission of a Proposal to this RFP are the full responsibility of the Respondent and are not chargeable to the Department. A Respondent shall not, directly or indirectly, collude, consult, communicate, or agree with any other Respondent as to any matter related to the Proposal each is submitting. Additionally, a Respondent shall not induce any other person to modify, withdraw, submit, or not submit a Proposal.

3 Responding to the RFP

3.1 General Instructions

The PUR 1001, General Instructions to Respondents (10/06), is incorporated by reference and is accessible at

https://www.dms.myflorida.com/content/download/2934/11780/PUR_1001_General_Instructions_to_Respondents.pdf.

3.2 Special Instructions

The following special instructions modify the general instructions provided in the incorporated PUR 1001.

Paragraph 13 of the PUR 1001 is inapplicable in its entirety.

Paragraphs 3, 4, 5, 9, 14, 15, 19, and 20 of the PUR 1001 are inapplicable and are replaced as follows:

- 3.2.1 Electronic Submission of Proposals.** Proposals shall be submitted in accordance with Section 3.3, How to Submit a Proposal in MyFloridaMarketPlace, of this solicitation.
- 3.2.2 Terms and Conditions.** All Proposals are subject to the terms of this solicitation, which, in case of conflict, will have the order of precedence listed in Section 1.8, Order of Precedence for Solicitation, of this solicitation.
- 3.2.3** The Department will not accept any unrequested terms or conditions submitted by a Respondent, including any appearing in documents attached as part of a Respondent's Proposal. In submitting its Proposal, a Respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect.
- 3.2.4 Questions.** Questions shall be submitted in accordance with Section 2.4, Vendor Questions, of this solicitation.
- 3.2.5 Respondent's Representation and Authorization.** In submitting a Proposal, the Respondent certifies that it understands, represents, and acknowledges the following:
- a. The Respondent is not currently under suspension or debarment by the State or any other governmental authority.
 - b. The Respondent currently has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
 - c. The submission is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any entity or person to submit a complementary or other noncompetitive Proposal.
 - d. The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other Respondent or potential Respondent; neither the prices nor amounts, actual or approximate, have been disclosed to any other Respondent or potential Respondent, and they will not be disclosed before the solicitation opening.
 - e. The Respondent has fully informed the Department in writing of all convictions of the Respondent, its affiliates (as defined in section 287.133(1)(a), F.S.), and all directors, officers, and employees of the Respondent and its affiliates for violation of any state or federal law involving a public entity crime (as defined in section 287.133(1)(g), F.S.). This includes disclosure of the names of current employees who were convicted of public entity crimes while in the employ of another company.
 - f. Neither the Respondent nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or in a position involving the administration of federal funds:

- Is presently indicted or, within the preceding three (3) years, has been convicted or found guilty of, or found civilly liable for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
 - Has within a three-year period preceding this certification had one (1) or more federal, state, or local government contracts terminated for cause or default.
- g. The products and services offered by the Respondent conform to the specifications contained herein without exception.
 - h. The Respondent has read and understands the terms and conditions listed in the Draft Contract, and the submission is made in conformance with those terms and conditions.
 - i. If an award is made to the Respondent, the Respondent agrees that it will execute the Draft Contract.
 - j. The Respondent has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the Proposal, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act, or other conduct inconsistent with any of the statements and representations made in the Proposal.
 - k. The Respondent shall indemnify, defend, and hold harmless the Department, Customer, and their employees against any cost, damage, or expense which may be incurred or be caused by any error in the Respondent's preparation of its Proposal.
 - l. All information provided by, and representations made by, the Respondent are material and important and will be relied upon by the Department in awarding the Contract. Any misstatement may be treated as fraudulent concealment from the Department and Customers of the true facts relating to submission of the Proposal. A misrepresentation may be punishable under law.

The Department reserves the right to deem the Respondent non-responsive or non-responsible based on any information provided in, or omitted from, the Respondent's Proposal related to the certifications of this section.

3.2.6 Firm Response. The Department intends to make an award within sixty (60) days after the date of the Proposal opening, during which period Proposals shall remain firm and shall not be withdrawn. If an award is not made within sixty (60) days, the Proposal shall remain firm until the Department enters into a Contract or the Department receives from the Respondent written notice that the Proposal is withdrawn.

3.2.7 Clarifying Information. The Department may request, and Respondent shall provide, clarifying information or documentation. Failure to supply the information or documentation as requested may result in the Proposal being deemed non-responsive.

3.2.8 Public Records. Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and section 119.011, F.S., provides a broad definition of “public record.” As such, the entirety of the Proposals are public records and are subject to disclosure unless exempt from disclosure by law. If the Respondent considers any portion of its Proposal to be Confidential Information, the Respondent is to mark the document as “confidential” and simultaneously provide the Department with a separate, redacted copy of its Proposal. For each portion redacted, the Respondent is to briefly describe in writing the grounds for claiming exemption, including the specific statutory citation for such exemption. On the cover of the redacted copy, the Respondent is to provide its name and the Department’s solicitation name and number and clearly title it, “Redacted Copy.” Only portions of material that the Respondent claims are Confidential Information are to be redacted.

In accordance with section 119.071, F.S., Proposals are exempt from production in response to public records requests until such time as the Department provides notice of an intended decision or until thirty (30) days after opening the Proposals, whichever is earlier. After that time, the Department will provide the redacted copy, if any, in response to a public records request.

In the event of a request for public records pursuant to Chapter 119, F.S., the Florida Constitution, or other authority, to which documents that are marked as “confidential” are responsive, the Department will provide the redacted copy to the requestor. If a requestor asserts a right to the redacted Confidential Information, the Department will notify the Respondent such an assertion has been made. It is the Respondent’s responsibility to take the appropriate legal action to assert that the information in question is exempt from disclosure under Chapter 119, F.S., or other applicable law.

If the Department becomes subject to a demand for discovery or disclosure of documents that are marked as “confidential” in a legal proceeding, the Department will give the Respondent notice of the demand or request. It will be the Respondent’s responsibility to take the appropriate legal action in response to the demand and to defend its claims of confidentiality. If the Respondent fails to take appropriate and timely action to protect the materials it has designated as Confidential Information, the Department will provide the unredacted materials to the requester.

By submitting a Proposal, the Respondent agrees to protect, defend, and indemnify the Department for all claims arising from or relating to the Respondent’s determination that the redacted portions of its Proposal are Confidential Information. If a Respondent fails to submit a redacted copy in accordance with this section, of information it claims is Confidential Information, the Department is authorized to produce the entire material submitted to the Department in response to a public records request for, or demand for discovery or disclosure of, these records.

3.2.9 Protests. Any protest concerning this solicitation must be made in accordance with sections 120.57(3) and 287.042(2), F.S., and Chapter 28-110, F.A.C. Any

communication not in accordance with these sections or the solicitation, including questions to the Procurement Officer, will not constitute formal notice of a protest.

3.3 How to Submit a Proposal in MyFloridaMarketPlace

3.3.1 MFMP Registration

In order to submit questions regarding this procurement, and to submit a Proposal, a Vendor must be registered in the MFMP Vendor Information Portal (VIP). After registering, the Vendor should log in to MFMP VIP using its username and password to ensure that its contact information is correct and that it has registered with the matching commodity code(s) of the MFMP Sourcing event. To participate in the procurement, a Vendor must also indicate its intent to participate in electronic solicitations in MFMP Sourcing on the 'Solicitation Selections' page of its MFMP VIP account.

If the Vendor is not currently registered with MFMP VIP, the Vendor must:

- a) Create an account through MFMP VIP.
- b) Within MFMP VIP, indicate on the 'Solicitation Selections' page that the Vendor wishes to participate in electronic solicitations.
- c) Within MFMP VIP, in the 'Commodity Codes' section, ensure that the Vendor has selected the matching commodity codes used in this procurement. VBS and MFMP Sourcing may provide automated notifications to the Vendor community, as a courtesy, based on commodity codes that are tied to a Vendor's registration in MFMP VIP. Vendors with a commodity code that matches the commodity code of the MFMP Sourcing event will be able to 'Join' the MFMP Sourcing event. If a Vendor does not have a matching commodity code, VBS and MFMP Sourcing will not provide a courtesy notification and the Vendor will not be able to 'Join' the MFMP Sourcing event. Vendors will not receive notifications for procurements with commodity codes that they have not selected in their MFMP VIP account.

Vendors have the ability to access and update their registration in MFMP VIP by adding commodity codes to their Vendor account. Changes made in MFMP VIP, including new registrations, may take up to 24 hours to take effect.

The MFMP VIP is accessible at <https://vendor.myfloridamarketplace.com/>.

The Department strongly recommends the Vendor set its Microsoft Internet Explorer browser to compatibility mode while using MFMP applications. For more information regarding recommended internet browser settings, please visit https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_agency_customers/mfmp_university/job_aids.

ALL VENDORS MUST 'JOIN' THE MFMP SOURCING EVENT PRIOR TO THE DEADLINE TO SUBMIT PROPOSAL DATE LISTED IN THE TIMELINE OF EVENTS IN ORDER TO PARTICIPATE IN THIS SOLICITATION.

Once registered in MFMP, in order to 'Join' the MFMP Sourcing event, Vendors must:

- a) Have a current MFMP Vendor registration within MFMP VIP; and
- b) Select 'Yes' to participate in electronic sourcing events in MFMP Sourcing on the 'Solicitations' page of their MFMP VIP account.

- c) Within MFMP VIP, in the Commodity Selections section, ensure that the Vendor has selected the matching commodity code(s) used in this procurement. Vendors will not be able to join or receive notifications for procurements with commodities codes that they have not selected in their MFMP VIP account.

MFMP Sourcing is accessible at <https://sourcing.myfloridamarketplace.com>.

3.3.2 MFMP Sourcing Phases

A solicitation formally begins when the Department posts the solicitation on VBS. The Department will also publish the solicitation in MFMP Sourcing. Do not rely on MFMP Sourcing for notices of solicitation or agency decisions. VBS is the centralized procurement website designated by the Department for agency decisions or intended decisions. MFMP Sourcing is the application for submitting formal questions and Proposals in response to the Department's solicitation. The answers to the formal questions will be posted on VBS.

The following are MFMP Sourcing phases:

Preview Status

When this solicitation is published as a 'Public Event' in MFMP Sourcing, it will initially exist in a 'Preview' status. During the 'Preview' status, Vendors without a matching commodity code can only preview the MFMP Sourcing event using the "Public Access" feature. Vendors with a matching commodity code can 'Join' the event, view and download solicitation documents, and accept the 'Respondent's Agreement.'

In accordance with the time stated on the Timeline of Events, Vendors may submit questions to the Procurement Officer in the 'Messages' tab of the MFMP Sourcing event, during the Preview status, after they have joined the event. The solicitation will remain in 'Preview' status until the 'Open' status begins.

Open Status

When a solicitation is in 'Open' status, all registered Vendors with a matching commodity code who 'Join' the MFMP Sourcing event and accept the 'Respondent's Agreement' may submit Proposals until the Proposal due date and time listed in the 'Timeline of Events' section, above.

Pending Selection Status

After the Proposal due date and time, the solicitation will enter 'Pending Selection' status. During this phase of the solicitation, the 'Pending Selection' tab will appear in MFMP Sourcing.

Completed Status

If the tab in MFMP Sourcing indicates 'Completed,' either an agency decision or an intended decision has been posted on VBS. However, do not rely on MFMP Sourcing for this information. VBS is the centralized procurement website for the posting of agency decisions.

3.3.3 MFMP Training

MFMP University offers Vendor training materials on a variety of topics, including Vendor Registration and Selecting Commodity Codes; training materials are accessible at https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarke tplace/mfmp_vendors/training_for_vendors.

It is highly recommended that Vendors review the training for 'Responding to Electronic Solicitations' provided at https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_agency_customers/mfmp_university/course_c atalog.

3.3.4 MFMP Assistance

Vendors needing assistance with using MFMP may contact the MFMP Customer Service Desk Monday through Friday, 8:00 a.m. to 6:00 p.m. ET, at 866-352-3776 or email at VendorHelp@myfloridamarketplace.com.

3.4 Modification or Withdrawal of Proposal

Respondents are responsible for the content and accuracy of their Proposals. A Respondent may modify or withdraw its Proposal in MFMP Sourcing at any time prior to the Proposal due date and time set forth in the 'Timeline of Events' section.

3.5 Cost of Proposal Preparation

The costs related to the development and submission of a Proposal are the full responsibility of the Respondent and are not chargeable to the Department.

3.6 Independent Preparation

A Respondent shall not, directly or indirectly, collude, consult, communicate or agree with any other Respondent as to any matter related to the Proposal each is submitting. Additionally, a Respondent shall not induce any other Respondent to modify, withdraw, submit, or not submit a Proposal.

3.7 False or Erroneous Information

A Respondent who submits false or erroneous information may be deemed non-responsive and not awarded a Contract. If the Respondent's Proposal is found to contain false or erroneous information after Contract award, the Contract may be terminated, and the Department may pursue any other legal action available.

3.8 Cost Proposal Instructions

Respondents must fully complete and upload an electronic copy of Attachment C, Cost Proposal, into the MFMP Sourcing application.

Do not convert to PDF or another file format or scan Attachment C, Cost Proposal.

Do not change or alter Attachment C, Cost Proposal, other than inserting proposed prices.

Do not use a different Cost Proposal or create your own Cost Proposal.

Respondents **must** comply with the requirements of Section 4.1, Responsiveness Requirements, of this solicitation.

4 Respondent Submission

This section contains the substantive requirements of the requested Proposal. Respondents shall answer all mandatory questions and submit all documentation requested as part of this section in accordance with the instructions presented for each subsection.

4.1 Responsiveness Requirements

Respondents must comply with all mandatory requirements set forth in this section in order for their Proposals to be evaluated for award. The Department will not evaluate Proposals from Respondents that answer “No” to any of the Mandatory Requirements Questions in the table below or that fail to upload Attachment C, Cost Proposal, completed in accordance with the instructions. The substance of Respondents’ Experience and Personnel Proposal and Technical Proposal will be scored during the evaluation phase.

The Procurement Officer will review Respondent’s answers to the Mandatory Requirement Questions and Respondent’s required documentation, the Cost Proposal, to determine if the Respondent is responsive, as defined in section 287.012(27), F.S. Respondents that fail to provide all required information shall be deemed non-responsive.

4.1.1 Mandatory Requirement Questions

Respondents shall submit a Yes/No response to each of the following Mandatory Requirement Questions within MFMP Sourcing. Respondents must meet the requirements identified and certify their compliance with the requirements through the following questions in order to be considered responsive and responsible. A submission of a “Yes” response certifies a Respondent’s conformance with the Mandatory Requirement Question.

RESPONDENTS THAT ANSWER “NO” OR FAIL TO PROVIDE A RESPONSE TO ANY OF THE MANDATORY REQUIREMENT QUESTIONS WILL BE CONSIDERED NON-RESPONSIVE VENDORS AND THEIR PROPOSALS WILL NOT BE EVALUATED.

Mandatory Requirement Questions	
Question 1	Does the Respondent certify that it understands and acknowledges the specific requirements listed in the RFP and Contract Exhibit A, Statement of Work?
Question 2	Does the Respondent certify that it 1) has a current and active registration with the Florida Department of State, Division of Corporations, or 2) if awarded a Contract, it will have a current and active registration prior to execution of the Contract, or 3) will certify to the Department that it is exempt from registration?
Question 3	Does the Respondent certify that it is not a Discriminatory Vendor or Convicted Vendor, as defined in Sections 7 and 8 of the PUR 1001?

Question 4	Does the Respondent certify that it is not on the Scrutinized Companies with Activities in Sudan List pursuant to section 215.473, F.S., is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List pursuant to section 215.473, F.S., is not on the Scrutinized Companies that Boycott Israel List pursuant to section 215.4725, F.S., and is not participating in a boycott of Israel?
Question 5	Does the Respondent certify that it is not on the Suspended Vendor List, pursuant to Rule 60A-1.006, F.A.C.? The Suspended Vendor List is accessible at https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/vendor_registration_and_vendor_lists/suspended_vendor_list .
Question 6	Does the Respondent certify that it has provided a Pay Rate, Entry; a Pay Rate, Experienced; and Mark-Up Rate for both the Initial Term and Renewal Term for each Job Title listed in Level One (Required) Job Titles section of Attachment C, Cost Proposal?
Question 7	Does the Respondent certify that it has read the entire solicitation document and agrees to all terms and conditions, including but not limited to Section 3.2, Special Instructions, of this solicitation?

4.2 Registration with the Florida Department of State

If awarded a Contract, the Respondent shall provide the Department with a PDF file of its current and active registration with the Florida Department of State (www.sunbiz.org) prior to Contract execution. Pursuant to section 607.1501, F.S., foreign corporations may not transact business in the State until they obtain a Certificate of Authorization from the Florida Department of State. In the alternative, the Respondent shall certify to the Department that it is exempt from registration with the Florida Department of State.

4.3 Florida Substitute Form W-9

It is the responsibility of the awarded Respondent to complete a Florida Substitute Form W-9 prior to execution of a Contract. The Internal Revenue Service (IRS) receives and validates the information vendors provide on the Florida Substitute Form W-9. For instructions on how to complete the Florida Substitute Form W-9, please visit <https://flvendor.myfloridacfo.com>.

4.4 Contents of Proposal

The Respondent should submit its Proposal in the following format and organized with all information indicated in each part below.

The Proposal must be submitted through MFMP Sourcing and organized as follows:

PART ONE: Organizational Proposal

Respondent should submit the following documents by uploading an electronic copy into the MFMP Sourcing application:

- a) Executive Summary of the Proposal
- b) Subcontracting (Attachment E)

PART TWO: Experience and Personnel Proposal

Respondent should submit an Experience and Personnel Proposal that provides all of the information required by Attachment A, Experience and Personnel Proposal Instructions and Evaluation Criteria, and upload an electronic copy into the MFMP Sourcing application.

PART THREE: Technical Proposal

Respondent should submit a detailed Technical Proposal that provides all of the information required by Attachment B, Technical Proposal Instructions and Evaluation Criteria, and upload an electronic copy into the MFMP Sourcing application.

PART FOUR: Cost Proposal

Respondent must complete Attachment C, Cost Proposal, in accordance with the instructions in this solicitation and on the attachment and upload an electronic copy into the MFMP Sourcing application. The Cost Proposal should be in Excel format only (.xlsx). For additional information, please see the Cost Proposal Instructions and Responsiveness Requirements sections of this solicitation.

4.5 Uploading Documentation

When uploading a proposal to MFMP Sourcing a Respondent should be guided by the following:

- If the Department has provided a completable attachment, Respondents may download the attachment, complete it, and attach the completed copy in the space provided in MFMP Sourcing.
- For all original or signed documentation, Respondents may attach scanned copies of the documents that have been drafted and signed by an individual authorized to respond on the Respondent's behalf.
- For multiple original or signed documents requested as part of a single requirement, Respondents should combine multiple scanned documents into a single PDF attachment. Each link in MFMP will only accept a single attachment.
- Please note: MFMP Sourcing accepts files up to twenty (20) megabytes in size.

5 Evaluation Methodology

This section describes the methodology that the Department will use to evaluate Proposals.

5.1 Respondent Evaluation

The evaluation team members will independently review and evaluate the Experience and Personnel Proposal and the Technical Proposal from responsive Proposals. The Procurement Officer will tabulate the scores for the Cost Proposal from responsive Respondents.

The scoring methodology is outlined below:

Proposal	Available Points
Experience and Personnel Proposal	800
Technical Proposal	2,200
Cost Proposal	1,700
Total Score	4,700

5.1.1 Experience and Personnel Proposal - 800 Available Points

The Respondent shall be awarded up to 800 points for its submitted Experience and Personnel Proposal in accordance with the evaluation criteria and methodology outlined in Attachment A, Experience and Personnel Proposal Instructions and Evaluation Criteria.

5.1.2 Technical Proposal - 2,200 Available Points

The Respondent shall be awarded up to 2,200 points for its submitted Technical Proposal in accordance with the evaluation criteria and methodology outlined in Attachment B, Technical Proposal Instructions and Evaluation Criteria.

5.1.3 Cost Proposal - 1,970 Available Points

The Respondent shall be awarded up to 1,700 points (20 points for each Level One (Required) Job Title and 5 points for each Level Two Job Title) for its submitted Cost Proposal based on the following methodology:

LEVEL ONE (REQUIRED) JOB TITLES

Bill Rate, Entry - Initial Term: For each Level One (Required) Job Title, the Respondent with the lowest Bill Rate, Entry for the initial term shall receive 6 points; other Respondents shall receive points for the Job Title based on the following formula:

$$\frac{X}{N} \times 6 = Z$$

Where:

X = lowest Bill Rate, Entry of all Respondents for the initial term

N = Respondent's Bill Rate, Entry for the initial term

Z = points awarded for Bill Rate, Entry for the initial term

Bill Rate, Experienced - Initial Term: For each Level One (Required) Job Title, the Respondent with the lowest Bill Rate, Experienced for the initial term shall receive 6

points; other Respondents shall receive points for the Job Title based on the following formula:

$$\frac{X}{N} \times 6 = Z$$

Where:

- X = lowest Bill Rate, Experienced of all Respondents for the initial term
- N = Respondent's Bill Rate, Experienced for the initial term
- Z = points awarded for Bill Rate, Experienced for the initial term

Bill Rate, Entry - Renewal Term: For each Level One (Required) Job Title, the Respondent with the lowest Bill Rate, Entry for the renewal term shall receive 4 points; other Respondents shall receive points for the Job Title based on the following formula:

$$\frac{X}{N} \times 4 = Z$$

Where:

- X = lowest Bill Rate, Entry of all Respondents for the renewal term
- N = Respondent's Bill Rate, Entry for the renewal term
- Z = points awarded for Bill Rate, Entry for the renewal term

Bill Rate, Experienced - Renewal Term: For each Level One (Required) Job Title, the Respondent with the lowest Bill Rate, Experienced for the renewal term shall receive 4 points; other Respondents shall receive points for the Job Title based on the following formula:

$$\frac{X}{N} \times 4 = Z$$

Where:

- X = lowest Bill Rate, Experienced of all Respondents for the renewal term
- N = Respondent's Bill Rate, Experienced for the renewal term
- Z = points awarded for Bill Rate, Experienced for the renewal term

LEVEL TWO JOB TITLES

Bill Rate, Entry - Initial Term: For each Level Two Job Title, the Respondent with the lowest Bill Rate, Entry for the initial term shall receive 1.5 points; other Respondents shall receive points for the Job Title based on the following formula:

$$\frac{X}{N} \times 1.5 = Z$$

Where:

- X = lowest Bill Rate, Entry of all Respondents for the initial term
- N = Respondent's Bill Rate, Entry for the initial term
- Z = points awarded for Bill Rate, Entry for the initial term

Bill Rate, Experienced - Initial Term: For each Level Two Job Title, the Respondent with the lowest Bill Rate, Experienced for the initial term shall receive 1.5 points; other Respondents shall receive points for the Job Title based on the following formula:

$$\frac{X}{N} \times 1.5 = Z$$

Where:

X = lowest Bill Rate, Experienced of all Respondents for the initial term

N = Respondent's Bill Rate, Experienced for the initial term

Z = points awarded for Bill Rate, Experienced for the initial term

Bill Rate, Entry - Renewal Term: For each Level Two Job Title, the Respondent with the lowest Bill Rate, Entry for the renewal term shall receive 1 point; other Respondents shall receive points for the Job Title based on the following formula:

$$\frac{X}{N} \times 1 = Z$$

Where:

X = lowest Bill Rate, Entry of all Respondents for the renewal term

N = Respondent's Bill Rate, Entry for the renewal term

Z = points awarded for Bill Rate, Entry for the renewal term

Bill Rate, Experienced - Renewal Term: For each Level Two Job Title, the Respondent with the lowest Bill Rate, Experienced for the renewal term shall receive 1 point; other Respondents shall receive points for the Job Title based on the following formula:

$$\frac{X}{N} \times 1 = Z$$

Where:

X = lowest Bill Rate, Experienced of all Respondents for the renewal term

N = Respondent's Bill Rate, Experienced for the renewal term

Z = points awarded for Bill Rate, Experienced for the renewal term

If none of the Respondents to this solicitation provide pricing for a Job Title, no points will be awarded to any Respondent for that Job Title.

The assignment of the points will be calculated by the Procurement Officer.

5.2 Basis of Award

The Contract(s) will be awarded to the responsible and responsive Respondent(s) that submits the Proposal(s) with the highest total final score(s) that is determined to be the most advantageous to the State. The highest total final score will be determined by combining the average of the evaluator Experience and Personnel Proposal scores, the average of the evaluator Technical Proposal scores and the Cost Proposal score. The Department will consider

the total cost for each year of the Contract, including renewal years, as submitted by the Respondent.

The Department reserves the right to award multiple Contracts or to award Contract(s) for all or part of the work contemplated by this solicitation. The Department reserves the right to reject all Proposals. The Department reserves the right to award Contract(s) to the next responsible and responsive Respondent(s) that submits the Proposal(s) with the next highest total final score(s) that is determined to be the most advantageous to the State if the Department cannot execute a Contract with a Respondent previously awarded a Contract.

5.3 Equal Proposals

If the Department receives equal Proposals eligible for award, the Department will comply with the following sections, as applicable: 287.057(11), 287.082, 287.087, 287.092, 295.187(4)(a), and 295.187(4)(b), F.S.