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4050 Esplanade Way
Tallahassee, FL 32399-0950
850-488-2074

Ron DeSantis, Governor

THE STATE OF FLORIDA

DEPARTMENT OF MANAGEMENT SERVICES

INVITATION TO BID

FOR

**Project Management Professional
Exam Preparation Training Services**

DMS-20/21-095

Refer ALL inquiries to:

Procurement Officer: Teresa Daughtry
Departmental Purchasing
Florida Department of Management Services
4050 Esplanade Way, Suite 335.1X
Tallahassee, FL 32399-0950
Phone: 850-412-6023
Email: DMS.Purchasing@dms.myflorida.com

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 an agency decision or intended decision must be timely filed with the Department of Management Services' Agency Clerk. Protests may be filed by courier, hand delivery, or regular mail at: Department of Management Services, Office of the General Counsel, Attention: Agency Clerk, 4050 Esplanade Way, Suite 160, Tallahassee, Florida 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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SECTION 1. INTRODUCTION

1.1 Solicitation Objective

The Department of Management Services (Department) is issuing this solicitation to establish a contract for Project Management Professional (PMP®) Exam Preparation Training and Testing. This solicitation will be administered using the Vendor Bid System. The services to be provided under the contract resulting from this solicitation currently have an average annual spend of \$169,200.00. The historical spend is for informational purposes only and should not be construed as representing actual, guaranteed, or minimum spend under a new contract. Customers for this contract include state agencies. The Department intends to make a single award; however, the Department reserves the right to award to one or multiple Bidders, statewide or by region, or to make no award, as determined to be in the best interest of the State.

1.2 Term

A Purchase Order(s) will be created in MyFloridaMarketPlace (MFMP) for the services resulting from this ITB and subject to the Purchase Order [Terms and Conditions](#). The Purchase Order(s) resulting from this ITB will be issued yearly for a period of up to three years, contingent on funding. Services shall be delivered in accordance with the Purchase Order and all attachments thereto, which will include the ITB's Attachment A, Statement of Work, and the awarded Bidder's completed Attachment B, Price Sheet. No renewals are available under the Purchase Order resulting from this solicitation. Any Purchase Order resulting from this solicitation is contingent upon the satisfactory performance of the Vendor and subject to the availability of funds.

1.3 Definitions

Definitions contained in section 287.012, Florida Statutes (F.S.); Rule 60A-1.001, Florida Administrative Code (F.A.C.); Attachment A, Scope 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.

1.3.1 **Bid** – The document(s) submitted by a Bidder in response to this ITB.

1.3.2 **Bidder** – A vendor who submits a bid to this ITB. (The term Bidder is used interchangeably with Respondent.)

1.3.3 **Business Day** – Monday through Friday, inclusive, except for those holidays specified in section 110.117, F.S., from 8:00 a.m. to 5:00 p.m. Eastern Time.

1.3.4 **Commodity Code** – The State's numeric code for classifying commodities and contractual services which meet specific requirements, specifications, terms, and conditions herein. Florida has adopted the United Nations Standard Products and Services Code (UNSPSC) for classifying commodities and services.

1.3.5 **Confidential Information** – Information that is trade secret or otherwise confidential or exempt from disclosure under Florida or federal law.

1.3.6 **Contract** – The written agreement between the Department and the awarded Bidder(s) resulting from this solicitation.

1.3.7 **Contractor** – A Vendor that enters into a Contract as a result of this solicitation.

1.3.8 **State** – The State of Florida.

1.3.9 **Vendor Bid System (VBS)** – The State’s bidding system developed in accordance with section 287.042(3)(b)2., F.S. The Vendor Bid System is accessible at http://www.myflorida.com/apps/vbs/vbs_main_menu.

1.4 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 Bidder’s responsibility to check for any changes on the VBS . Bidders are responsible for submitting all required documentation by the dates and times specified in Timeline of Events. (All times indicated are Eastern Time).

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

Timeline of Events		
Event	Time (Eastern Time)	Date
Solicitation posted on the VBS and in MFMP Sourcing	N/A	3/30/2021
Deadline to submit questions in MFMP Sourcing	5:00 PM	4/8/2021
Department’s anticipated date of posting Q & A on VBS and MFMP	N/A	4/16/2021
Deadline to submit Bid and all required documents in MFMP Sourcing	2:30 PM	4/27/2021
Public meeting: Bid opening (non-mandatory) Join from your computer, tablet or smartphone: https://global.gotomeeting.com/join/584259733 Join by telephone: United States (Toll Free): 1 866 899 4679 - One-touch: tel:+18668994679,584259733# United States: +1 (571) 317-3116 - One-touch: tel:+15713173116,584259733# Access Code: 584-259-733 Join from a video-conferencing room or system.	3:00 PM	4/27/2021

Timeline of Events		
Event	Time (Eastern Time)	Date
Dial in or type: 67.217.95.2 or inroomlink.goto.com Meeting ID: 584 259 733 Or dial directly: 584259733@67.217.95.2 or 67.217.95.2##584259733		
Anticipated date to post Notice of Intent to Award on the VBS		5/4/2021
Anticipated Contract start date	N/A	7/1/2021

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 hearing or speech-impaired, please contact the ADA Coordinator by using the Florida Relay Service at (800) 955-8771 (TDD).

1.6 Procurement Officer

In accordance with section 21 of the PUR 1001: https://www.dms.myflorida.com/content/download/2934/11780/PUR_1001_General_Instructions_to_Respondents.pdf, the Procurement Officer is the **sole point of contact** for this ITB. Violation of this restriction may be grounds for rejecting a Bid. The contact information for the Procurement Officer is:

Teresa Daughtry
Departmental Purchasing
Florida Department of Management Services
4050 Esplanade Way, Suite 335.1X
Tallahassee, FL 32399-0950
Phone: 850-412-6023
Email: DMS.Purchasing@dms.myflorida.com

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

1.7 Order of Precedence for Solicitation

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

- a) Addenda to ITB, if issued (in reverse order of issuance)
- b) Scope of Work, Attachment A
- c) Price Sheet, Attachment B
- d) This ITB document
- e) Other ITB attachments

SECTION 2. THE ITB PROCESS

2.1 Question Submission

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 the 'Timeline of Events' section.

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

2.2 Addenda to the ITB

The Department reserves the right to modify this solicitation by addenda. Addenda may modify any aspect of this solicitation. Any addenda issued will be posted on VBS. It is the Bidder's responsibility to check the VBS for any changes throughout the procurement process and prior to submitting a Bid.

2.3 Public Opening

Bids will be opened on the date and at the location indicated in the 'Timeline of Events' section. Bidders are not required to attend. The Department generally does not announce prices or release other materials at this public meeting, in accordance with section 119.071(1)(b), F.S.

2.4 Modification or Withdrawal of Bid

Bidders are responsible for the content and accuracy of their Bids. A Bidder may modify or withdraw its Bid in MFMP Sourcing at any time prior to the Bid due date and time set forth in the Timeline of Events section.

2.5 Commitment to Diversity

The State is committed to supporting its diverse business population through involving woman-, veteran-, and minority-owned small businesses in the State's purchasing process. The Department supports diversity in its procurements, and requests that all subcontracting opportunities afforded by this solicitation be shared with certified woman-, veteran-, and minority-owned business enterprises. The award of subcontracts should reflect the vast array of citizens in the State. Bidders can search for certified businesses online at the Office of Supplier Diversity's Certified Vendor Directory or by contacting (850) 487-0915 for information on certified businesses that may be considered for subcontracting opportunities. The Certified Vendor Directory is accessible at <https://osd.dms.myflorida.com/directories>.

The Office of Supplier Diversity's Mentor-Protégé Program connects certified businesses with private business entities for business development mentoring. The Department strongly encourages Vendors doing business with the State of Florida to consider becoming a Mentor and participating in this initiative. More information on the Mentor-Protégé Program may be obtained by contacting the Office of Supplier Diversity at (850) 487-0915 or osdinfo@dms.fl.gov.

SECTION 3. RESPONDING TO THE ITB

3.1 General Instructions

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

http://www.dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasing_forms.

3.2 Special Instructions

The following special instruction 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 (General Instructions) are inapplicable and are replaced as follows:

3. Electronic Submission of Bids. Bids shall be submitted in accordance with How to Submit a Bid in MyFloridaMarketPlace section.

4. Terms and Conditions. All responses are subject to the terms of this solicitation, which, in case of conflict, shall have the order of precedence listed in the 'Order of Precedence for Solicitation section'.

The Department shall not accept any unrequested terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent's response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect.

5. Questions. Questions shall be submitted in accordance with the Questions and Answers section of this solicitation.

9. Bidder's Representation and Authorization. In submitting a Bid, the Bidder certifies that it understands, represents, and acknowledges the following:

- a. The Bidder is not currently under suspension or debarment by the State or any other governmental authority.
- b. The Bidder 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 Bid.
- d. The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other Bidder or potential Bidder; neither the prices nor amounts, actual or approximate, have been disclosed to any other Bidder or potential Bidder, and they will not be disclosed before the solicitation opening.
- e. The Bidder has fully informed the Department in writing of all convictions of the firm, its affiliates (as defined in section 287.133(1)(a),

F.S.), and all directors, officers, and employees of the Bidder and its affiliates for violation of any state or federal law involving a public entity crime (as defined in section 287.133(1)(a), 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 Bidder 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 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 or more federal, state, or local government contracts terminated for cause or default.
- g. The products and/or services offered by the Bidder will conform to the specifications contained herein without exception.
- h. The Bidder 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 Bidder, the Bidder agrees that it will execute the Draft Contract.
- j. The Bidder has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the Bid, 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 Bid.
- k. The Bidder shall indemnify, defend, and hold harmless the Department and their employees against any cost, damage, or expense which may be incurred or be caused by Bidder's Bid (including any errors therein).
- l. All information provided by, and representations made by, the Bidder 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 of the true facts relating to submission of the Bid. A misrepresentation may be punishable under law.

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

14. Firm Response. The Department may make an award within sixty (60) days after the date of the opening, during which period bids shall remain firm and shall not be withdrawn. If award is not made within sixty (60) days,

the bid shall remain firm until the Department enters into a Contract or the Department receives from the respondent written notice that the bid is withdrawn.

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

19. 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 Bids are public records and are subject to disclosure unless exempt from disclosure by law. If the Bidder considers any portion of its Bid to be Confidential Information, the Bidder is to mark the document as “confidential” and simultaneously provide the Department with a separate, redacted copy of its Bid. For each portion redacted, the Bidder 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 Bidder 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 Bidder claims are Confidential Information are to be redacted.

In accordance with section 119.0701, F.S., Bids are exempt from production in response to public records requests until such time as the Department provides notice of an intended decision or until 30 days after opening the Bids, 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 Bidder such an assertion has been made. It is the Bidder’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 Bidder notice of the demand or request. It will be the Bidder’s responsibility to take the appropriate legal action in response to the demand and to defend its claims of confidentiality. If the Bidder 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 Bid, the Bidder agrees to protect, defend, and indemnify the Department for all claims arising from or relating to the Bidder’s determination that the redacted portions of its Bid are Confidential

Information. If a Bidder 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.

20. Protests. Any protest concerning this solicitation shall be made in accordance with sections 120.57(3) and 287.042(2), F.S. and Chapter 28-110, F.A.C. Any communication made not in accordance with these sections or the solicitation, including questions to the Procurement Officer, shall not constitute formal notice of a protest.

3.3 Florida Substitute Form W-9 Process

It is the responsibility of the awarded Bidder to complete a Florida Substitute Form W-9 prior to execution of a Contract. The Internal Revenue Service receives and validates the information provided 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/>

3.4 How to Submit a Bid in MyFloridaMarketPlace

3.4.1 MFMP Registration

In order to submit questions regarding this procurement, and to submit a Bid, 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 BID 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 commodity codes that they have not selected in their MFMP VIP account.

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

3.4.2 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 Bids 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 'Bidder'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 'Bidders Agreement' may submit Bids until the Bid due date and time listed in the 'Timeline of Events' section, above.

Pending Selection Status

After the Bid 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.

3.4.3 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/myfloridamarketplace/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_catalog.

3.4.4 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.

3.5 Cost of Bid Preparation

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

3.6 Independent Preparation

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

3.7 False or Erroneous Information

A Bidder who submits false or erroneous information may be deemed non-responsive and not awarded a Contract. If the Bidder's Bid 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 Mandatory Responsive Requirements

The Department will not review Bids from Bidders who do not meet the minimum mandatory requirements listed in Form 1 or who fail to submit a completed Attachment B, Price Sheet.

SECTION 4. SELECTION METHODOLOGY

4.1 Basis of Award

The Department intends to award this ITB to the responsive and responsible Bidder who submits the lowest responsive Bid. The Department will consider the total cost for each year of the Contract, as submitted by the Bidder.

The Department reserves the right to award multiple Contracts or to award Contract(s) or to award Contract(s) for all or part of the work contemplated by this solicitation, as determined to be in the best interest of the state and to accept or reject any and all Bids. The Department reserves the right to award Contract(s) to the next lowest responsive Bid(s) from responsible and responsive Bidder(s) to this solicitation if the Department cannot execute a Contract with a Bidder previously awarded a Contract.

4.2 Department's Rights to Reject Bids

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

Bids 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. Bidders whose Bids, referemces, 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 non-responsible. The Department reserves the right to determine which Bids meet the requirements of this solicitation and which Bidders 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.

A deviation from a requirement or condition is material if, in the Department's discretion, it provides a substantial advantage to one Bidder over another or has a potentially significant effect on the quality of the Bid or on the cost to the State.

4.3 Equal Bids

In the event that there is no multiple award contemplated in the ITB, and the Department receives equal Bids eligible for award, the Department will comply with the following, as applicable: sections 287.057(11), 287.082, 287.087, 287.092, 295.187(4)(a), and 295.187(4)(b), F.S. In order to clarify the Bidders' status with regard to the applicable statutory preference requiriements, the Department may request information from Bidders with equal eligible bids, including Attachment X. A Bidder will not be permitted to amend or suplement its bid in response to such request for clarification.

SECTION 5. AWARD

5.1 Rights for Award

The Department reserves the right to:

- Select one (1) or multiple Respondent(s) for the services encompassed by this solicitation;
- Award contracts for less than the entire service area, less than all services encompassed by this solicitation, or both.
- Withdraw or cancel the procurement and make no award.

5.2 Agency Decision

The Department will post a Notice of Intent to Award to enter into one (1) or more contracts with the Bidder(s) identified therein, on the VBS website: http://vbs.dms.state.fl.us/vbs/main_menu.

If the Department decides to reject all Bids, it will post its notice on the VBS website: http://vbs.dms.state.fl.us/vbs/main_menu.

5.3 Contract Formation

After award, the Department will issue a Purchase Order, via MyFloridaMarketPlace, to the awarded Respondent. The Purchase Order will contain the Purchase Order Terms and Conditions (a copy of which can be obtained here: [PO Terms & Conditions / MFMP Agency Customers / MyFloridaMarketPlace / State Purchasing / Business Operations / Florida Department of Management Services - DMS](#)), Attachment A, Scope of Work, and Attachment B, Price Sheet (as completed by the awarded Respondent).

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FORM 1– MANDATORY RESPONSIVE REQUIREMENTS

MANDATORY RESPONSIVE REQUIREMENTS	
The Bidder must certify that the Bidder is in compliance with Section 9 of the PUR 1001 form, as modified by the Special Instructions.	
The Bidder must certify that the Bidder is not participating in a boycott of Israel.	
The Bidder must certify that the Bidder is not a Discriminatory Vendor or Convicted Vendor as defined in Sections 7 and 8 of the PUR 1001 form .	
http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf	
The Bidder must certify that the Bidder either has an active registration with the Florida Department of State, Division of Corporations, or will obtain one before the execution of the Contract if awarded. For additional information, please visit https://dos.myflorida.com/sunbiz/ .	
The Bidder certifies that it is a Authorized Training Partner from the Project Management Institute®: https://www.pmi.org/-/media/pmi/documents/public/pdf/learning/atp/authorized-training-partner-directory.pdf?v=beb1a8a9-7a83-4727-8995-6c8cbf72175a	
<i>Note: Bidders may need to copy the above link into their browser if they need to access directory.</i>	

Execution of Form 1 includes completion of the information below which certifies that the signatory has the authority to respond to this solicitation on the Bidder's behalf, and certifies conformance with all Responsive Requirements listed above.

Respondent's Name

Signature of Respondent's Authorized Representative

Date