



Division of State Purchasing
4050 Esplanade Way, Suite 360
Tallahassee, FL 32399-0950

Ron DeSantis, Governor
Pedro Allende, Secretary

REVISED

The State of Florida

Department of Management Services

Request for Proposals (RFP)

Management Consulting Services

RFP No. 24-80101500-RFP

Christia Nunnery, Procurement Officer
4050 Esplanade Way, Suite 360
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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 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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1 INTRODUCTION

1.1 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 the MyFloridaMarketPlace (MFMP) Vendor Information Portal (VIP) and in the Business Network.

Respondents shall not rely on the Business Network time clock. It is not the official submission date and time deadline. In the event of a technical malfunction or discrepancy in VIP or in the Business Network, the Timeline of Events listed in the solicitation document shall prevail. 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 VIP and in the Business Network	March 26, 2024	
Public Meeting: Non-Mandatory Pre-Proposal Conference Betty Easley Conference Center 4075 Esplanade Way, Room 152 Tallahassee, Florida 32399 or Conference Call No.: 888-585-9008 Conference Room No.: 145-153-086	2:00 PM ET	April 9, 2024
Deadline to submit questions in the Business Network	2:00 PM ET	April 24, 2024
Anticipated date of posting Q&A on VIP and in the Business Network	June 3, 2024	
Deadline to submit Proposal and all required documents in the Business Network	2:00 PM ET	June 24, 2024
Public meeting: Non-Mandatory Proposal Opening Betty Easley Conference Center 4075 Esplanade Way, Room 152 Tallahassee, Florida 32399 or Conference Call No.: 888-585-9008 Conference Room No.: 145-153-086	2:01 PM ET	June 24, 2024
Anticipated period for evaluations	July 8, 2024 - August 5, 2024	
Anticipated date to post Notice of Intent to Award on VIP and in the Business Network	August 12, 2024	
Anticipated Contract start date	September 30, 2024	

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1.2 Non-Mandatory Pre-Proposal Conference

The Department will conduct a non-mandatory pre-proposal conference in accordance with the date and time listed in the 'Timeline of Events' section. The purpose of the conference is to ensure full understanding of the requirements of the solicitation and attachments. Attendance at this conference is not mandatory but is highly encouraged. **To attend the non-mandatory pre-proposal conference, please use the information within the Timeline of Events.**

1.3 Definitions

Definitions contained in section 287.012, Florida Statutes (F.S.); Rule 60A-1.001, Florida Administrative Code (F.A.C.); Attachment G, Special Contract Conditions; and the PUR 1001, General Instructions to Respondents (10/06) (https://www.dms.myflorida.com/content/download/2934/11780/PUR_1001_General_Instructions_to_Respondents.pdf) are incorporated by reference. In the event of a conflict, the definitions listed in this section supersede the incorporated definitions for the purposes of this Request for Proposals (RFP) document. All definitions apply in both their singular and plural sense.

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

Business Network – The Business Network (formerly known as Ariba Network) is an online marketplace that connects Vendors and buyers for solicitations collaboration and purchasing transactions. A Business Network account is required to submit responses to electronic solicitations.

Calculated Hourly Rate – The hourly rate that the Respondent's submitted Cost Proposal will be assigned using the Cost Proposal scoring methodology outlined in Section 2.8.2 of this RFP No. 24-80101500-RFP.

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.

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

Contract – The written agreement between the Department and the awarded Respondent(s) resulting from this RFP No. 24-80101500-RFP.

Contractor – A Vendor that enters a Contract with the Department as a result of this RFP No. 24-80101500-RFP.

Customer – A State agency or Eligible User.

Department – The Department of Management Services, a State agency.

Eligible User – As defined in Rule 60A-1.001, F.A.C.

Hourly Rate – The maximum amount charged per hour of work performed, as submitted by Respondent on Attachment C, Cost Proposal.

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Proposal – The document(s) submitted by a Respondent in response to this RFP No. 24-80101500-RFP.

Respondent – A Vendor who submits a Proposal in response to this RFP No. 24-80101500-RFP.

Service Category – The type of management consulting services which may be provided. The Service Category(ies) awarded to the Contractor shall be set forth by the Department in Contract Exhibit F, Contractor’s Authorized Service Categories.

State – The State of Florida.

State Term Contract – A Term contract that is competitively procured by the Department pursuant to s. 287.057, F.S., and that is used by State agencies and Eligible Users pursuant to s. 287.056, F.S.

Subcontractor – A Vendor that has executed an agreement with the Contractor, and has been approved by the Department, to supply management consulting services to a Customer under the Contract.

Term Contract – An indefinite quantity contract to furnish commodities or contractual services during a defined period.

Vendor – As defined in Rule 60A-1.001, F.A.C.

Vendor Information Portal (VIP) – The State of Florida’s Vendor registration, supplier diversity, and bidding system developed in accordance with section 287.042(3), F.S. The Vendor Information Portal is accessible at <https://vendor.myfloridamarketplace.com>.

1.4 Objective

The Department is issuing this RFP to establish a new State Term Contract for management consulting services, which will replace the existing Management Consulting Services State Term Contract (No. 80101500-20-1). The Department intends to make a multiple statewide award; however, the Department reserves the right to award to one or multiple Respondents, statewide or by region, or to make no award, as determined to be in the best interest of the State.

The resulting Contract from this solicitation is intended to provide Customers with the capability to issue a request for quote (RFQ) to Contractors that have relevant experience in management consulting services. The Department seeks to achieve service coverage throughout the State. Customers for this Contract include State agencies and Eligible Users.

The Management Consulting Services State Term Contract (No. 80101500-20-1) had an annual spend of \$74,576,774.03 in Fiscal Year 2022-2023. Historical spend is provided for informational purposes only and should not be construed as representing actual, guaranteed, or minimum spend under a new contract.

1.5 Scope of Work

Respondent(s) awarded a Contract under this RFP shall provide contractual services as described in the Attachment A, Scope of Work.

1.6 Term

The term is as specified in the Attachment E, Draft Contract.

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1.7 Procurement Officer

In accordance with section 21 of the PUR 1001: The Procurement Officer is the sole point of contact for this RFP. Violation of section 21 of the PUR 1001 may be grounds for rejecting a Proposal. The contact information for the Procurement Officer is:

Christia Nunnery
Purchasing Analyst, Division of State Purchasing
Florida Department of Management Services
4050 Esplanade Way, Suite 360, Tallahassee, FL 32399-0950
Phone: 850-488-9996
Email: christia.nunnery@dms.fl.gov

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

1.8 Order of Precedence for Solicitation

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

- a) Addenda to RFP, if issued (in reverse order of issuance)
- b) Attachment A, Scope of Work
- c) Attachment C, Cost Proposal
- d) Attachment D, Technical Proposal Instructions and Evaluation Criteria
- e) Attachment F, Additional Special Contract Conditions
- f) Attachment G, Special Contract Conditions
- g) Attachment E, Draft Contract
- h) This RFP document
- i) Other RFP attachments

1.9 Commitment to Diversity

The State is committed to supporting its diverse business population through involving woman-, veteran-, and minority-owned business enterprises 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. Respondents 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://vendor.myfloridamarketplace.com>.

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 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 by email at: osdinfo@dms.fl.gov.

1.10 Department's Rights to Reject Proposals

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

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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.

The Department is placing Vendors on notice of prohibitions. The Department will not request documentation of, consider, or give preference based on a Respondent's social, political, or ideological interests or preferences, pursuant to section 287.05701 F.S.

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 Respondent over another or has a potentially significant effect on the quality of the Proposal or on the cost to the State.

2 THE RFP PROCESS

2.1 Question Submission

The Department invites interested and registered Vendors to submit questions regarding the solicitation. Questions must be submitted in the Business Network by the time and date reflected in the 'Timeline of Events' section. 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. The Department is not obligated to revise the solicitation or attachments.

2.2 Addenda to the RFP

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 VIP and the Business Network. It is the Respondent's responsibility to check VIP and the Business Network for any changes throughout the procurement process and prior to submitting a Proposal.

2.3 Public Opening

Proposals will be opened, and the names of Respondents will be announced at a public meeting on the date and at the location indicated in the Timeline of Events section. Respondents are not required to attend. In accordance with section 119.071(1)(b), F.S., the Department will not provide other information regarding the received Proposals at the public opening. **To attend the public opening, please use the information within the Timeline of Events.**

2.4 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 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).

2.5 Technical Evaluation

The evaluators will independently review and score the Technical Proposal(s) received from responsive and responsible Respondents using the evaluation criteria described in Attachment D, Technical Proposal Instructions and Evaluation Criteria.

2.6 Mandatory Responsive Requirements

The Department will not review Proposals from Respondents who do not meet the mandatory responsive requirements listed in Attachment B.

Note: The Department will perform an initial responsiveness check. Proposals found to be non-responsive will not be considered for award. The Department reserves the right to act upon information discovered during and after the initial responsiveness check impacting the responsibility or responsiveness of the Respondent.

2.7 Equal Proposals

In the event that there are no multiple awards contemplated in the RFP, and the Department receives equal Proposals eligible for award, the Department will comply with the following, as applicable: sections 287.057(11), 287.087, 287.092, 295.187(4)(a), and 295.187(4)(b), F.S. In order to clarify the Respondents' status with regard to the applicable statutory preference requirements, the Department may request information from Respondents with equal eligible Proposals. A Respondent will not be permitted to amend or supplement its Proposal in response to such request for clarification.

2.8 Scoring Methodology

The scoring methodology is outlined below:

Proposal	Available Points
A. Technical Proposal submitted in accordance with the terms in Attachment D, Technical Proposal and Evaluation Criteria	150 Per Service Category
B. Cost Proposal (Attachment C)	50
Total Available Points Per Service Category (A + B)	200

2.8.1 Technical Proposal - 150 Available Points

The Respondent may be awarded up to 150 points for each Service Category for its Technical Proposal in accordance with the evaluation criteria outlined in Attachment D, Technical Proposal Instructions and Evaluation Criteria. Only the Technical Proposal document submitted by the Respondent will be provided to the evaluators for evaluation (i.e., the evaluators will not consider other documents provided in the Proposal when completing their evaluations).

2.8.2 Cost Proposal - 50 Available Points

The Respondent may be awarded up to 50 points for its Cost Proposal. The Department will consider the total cost for each year of the Contract, including renewal years, as submitted by the Respondent. The Respondent is required to submit in its Cost Proposal not-to-exceed Hourly Rates for all six job titles (Principal Consultant, Senior Consultant, Consultant, Junior Consultant, Project Analyst, and Program and Administrative Support)

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for both the initial and renewal terms. The Respondent will receive points based on the following methodology:

The Respondent's Calculated Hourly Rate for all six job titles will be calculated by the Department using the following formula and used for scoring purposes only:

$$\begin{aligned} & (\text{Sum of } \underline{\text{initial}} \text{ term Hourly Rates for all six job titles} \times 0.6) + \\ & (\text{Sum of } \underline{\text{renewal}} \text{ term Hourly Rates for all six job titles} \times 0.4) = \\ & \text{Calculated Hourly Rate} \end{aligned}$$

The Respondent with the lowest Calculated Hourly Rate will receive 50 points. Other Respondents will receive points based on the following formula:

$$(X \div N) \times 50 = Z$$

Where:

X = lowest Calculated Hourly Rate for all six job titles

N = Respondent's Calculated Hourly Rate for all six job titles

Z = points awarded

2.9 Basis of Award

The Contract(s) will be awarded in each Service Category to the responsive and responsible Respondent(s) that submits the Proposal(s) with the highest total final score(s) in a Service Category that is determined to be the most advantageous to the State of Florida.

The highest total final score will be determined by combining the Cost Proposal score and the average of the evaluator Technical Proposal scores for a Service Category.

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 issue up to a total of 50 awards per Service Category to the responsive and responsible Respondents with the highest total final scores in the applicable Service Category if such Respondents are deemed to be the most advantageous to the State of Florida.

The Department reserves the right to reject all Proposals. The Department reserves the right to award Contract(s) to the next responsive and responsible Respondent(s) that submits the Proposal(s) with the next highest total final score(s) in the applicable Service Category that is determined to be the most advantageous to the State if the Department cannot execute a Contract with a Respondent initially or previously awarded a Contract.

2.10 Electronic Posting of Notice of Intent to Award

The Department will electronically post a 'Notice of Intent to Award' on VIP and in the Business Network in accordance with the Timeline of Events. The 'Notice of Intent to Award' will remain posted for a period of 72 hours, not including Saturdays, Sundays, and State holidays, as specified in section 110.117, F.S.

2.11 Contract Formation

The Department may issue a 'Notice of Intent to Award' to award Contract(s) to successful Respondent(s). However, until both parties have executed the Contract, there is no contractual relationship between the parties. The Department shall not be liable for any work performed before the Contract is effective.

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The Department intends to enter into Contract(s) with Respondent(s) pursuant to the 'Basis of Award' section 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, the additional documents will not be considered for the basis of award.

2.12 Other Requirements Following Award

2.12.1 Registration with the Florida Department of State

If awarded a Contract, and prior to execution of a Contract, the Respondent shall provide a PDF file of its current and active registration with the Florida Department of State or, if exempt from registration, the Respondent shall provide a statement to that effect noting the basis for the exemption. Respondents should note that foreign entities are required to obtain a Florida Certificate of Authorization pursuant to applicable Florida Statutes from the Florida Department of State, Division of Corporations, to transact business in the State of Florida. For additional information, please visit <https://dos.myflorida.com/sunbiz/>.

2.12.2 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 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 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.

Paragraphs 8 and 13 of the PUR 1001 are inapplicable in their entirety.

Paragraphs 3, 4, 5, 7, 9, 14, 15, 19, and 20 of the PUR 1001 are inapplicable and are replaced as follows:

3. Electronic Submission of Proposals. Proposals shall be submitted in accordance with the 'How to Access the Sourcing Event in MyFloridaMarketPlace' section.

4. 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 the 'Order of Precedence for Solicitation' section.

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.

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5. Questions. Questions shall be submitted in accordance with the 'Question Submission' section of this solicitation.

7. Convicted Vendor, Discriminatory Vendor, and Antitrust Violator Vendor Lists.

a. Convicted Vendor List.

Pursuant to section 287.133, F.S., 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 bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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, F.S. for CATEGORY TWO for a period of 36 months following the date of being placed on the Convicted Vendor List.

b. Discriminatory Vendor List.

Pursuant to section 287.134, F.S., an entity or affiliate who has been placed on the Discriminatory Vendor List may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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.

c. Antitrust Violator Vendor List.

Pursuant to section 287.137, F.S., a person or an affiliate who has been placed on the Antitrust Violator Vendor List following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply for any new contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply for a new contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on new leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a new contract with a public entity; and may not transact new business with a public entity.

9. 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:
 - o 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
 - o 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 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.

14. Firm Response. The Department intends to make an award within 90 days after the date of the opening, during which period Proposals shall remain firm and shall not be withdrawn. If an award is not made within 90 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.

15. 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.

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 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 119.0701, 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 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.

20. Protests. Any protest concerning this solicitation should be made in accordance with sections 120.57(3) and 287.042(2), F.S., and Rule 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 Access the Sourcing Event in MyFloridaMarketPlace

3.3.1 VIP and Business Network Registration Requirements

A Vendor must be registered in the MyFloridaMarketPlace (MFMP) Vendor Information Portal (VIP) to submit its intent to participate in this solicitation from the Advertisements Dashboard in VIP. A Vendor must also be registered in the Business Network (formerly known as Ariba Network) to submit questions and respond to this solicitation event.

To Participate in this solicitation, a Vendor must:

- a) Create an account through VIP at <https://vendor.myfloridamarketplace.com> if not already registered. For information on how to register in VIP, access MFMP training materials using the link in the MFMP Training section below.
- b) Once registered in VIP and logged into your company's VIP account, search for this solicitation from the Advertisements Dashboard and click "Intends to Participate".
- c) The Vendor's solicitation contact as listed in the Vendor's VIP account will receive an invitation to participate in the solicitation via email. This email will give the option to register the Vendor's company on the Business Network or to log into the Business Network using the Vendor's credentials if the Vendor already has a Business Network account.

If a Vendor is **NOT** registered in the Business Network, the Vendor must:

- a) Register in the Business Network using the provided link received after selecting "Intends to Participate" in VIP. The Vendor must follow the registration wizard to fill in all required sections, read, and agree to the MFMP terms of use by checking the box, and click "Register" to complete the registration process.
 - 1) The Vendor's contact will receive an email from the Business Network confirming the registration of the Vendor's account. To activate the Vendor's account, select the "Click here to activate your Ariba account" link. This will direct the Vendor to the Business Network welcome page.

If a Vendor is registered in the Business Network and has selected it Intends to Participate in this solicitation:

- a) Login using the login credentials to gain access to the Business Network home page.

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- b) To navigate to different tools, select the “**Business Network**” drop down menu at the top left-hand corner of the screen. To access sourcing (solicitation) events select “**Ariba Proposals & Questionnaires**” and review the “**Events**” list.
- c) Review the “Events” list for the title of this solicitation’s sourcing event.
- 1) The sourcing event will either be displayed in the “Preview” or “Open” status.
- A sourcing event can appear in various statuses based on where the solicitation is in the procurement process. The possible statuses are defined below:
- Preview – The sourcing event has not yet been opened to receive responses, but the details of the solicitation can be viewed by registered Vendors
 - Open – The sourcing event is currently open for viewing and registered Vendors may respond to the solicitation
 - Pending Selection – The sourcing event is no longer receiving submissions for the solicitation, but an agency decision has not yet been posted on VIP
 - Completed - The sourcing event is no longer receiving submissions for the solicitation and an agency decision has been posted on VIP
- d) Click the sourcing event title to review the details of the event.
- e) In the Event Details page, there is a “Checklist” of steps which must be completed before a Vendor can respond to this solicitation, including accepting the Ariba Network’s Respondent’s Agreement.

For more information on reviewing and submitting a response, access MFMP training materials using the link in the MFMP Training section below.

ALL VENDORS MUST SELECT ‘INTENDS TO PARTICIPATE’ IN VIP AND SUBMIT THEIR RESPONSE AND ALL REQUIRED DOCUMENTS IN THE BUSINESS NETWORK BY THE TIME AND DATE LISTED IN THE TIMELINE OF EVENTS IN ORDER TO PARTICIPATE IN THIS SOLICITATION.

NOTE: Changes made in VIP, including new registrations, may take up to 48 hours to take effect.

3.3.2 MFMP Training

MFMP University offers Vendor training materials on the Department’s MFMP Vendor Training website. Please visit: http://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_university/mfmp_u_for_vendors to access the MFMP Vendor Guide for information on VIP registration, commodity codes, and responding to solicitations in the Business Network.

3.3.3 MFMP Assistance

If you need assistance with using MFMP, including assistance with accessing the Business Network to submit Proposal documents, please contact the MFMP Customer

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Service Desk at (866) 352-3776 or VendorHelp@myfloridamarketplace.com. Note-specific questions regarding this solicitation must be submitted in accordance with the 'Question Submission' section.

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 the Business Network 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-responsible, non-responsive, or 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.

RFP ATTACHMENTS

REVISED Attachment A, Scope of Work
Attachment B, Mandatory Responsive Requirements
REVISED Attachment C, Cost Proposal
REVISED Attachment D, Technical Proposal Instructions and Evaluation Criteria
Attachment E, Draft Contract
REVISED Attachment F, Additional Special Contract Conditions
Attachment G, Special Contract Conditions
Attachment H, Form PUR 1355, Foreign Country of Concern Attestation Form
Attachment I, No Offshoring
Attachment J, Certification of Drug Free Workplace

Required Documents to be submitted by Respondent prior to RFP opening

Completed Attachment B, Mandatory Responsive Requirements
REVISED Completed Attachment C, Cost Proposal
Respondent's Completed Technical Proposal (including Appendix A, Respondent's Proposed Service Category Checklist)
Completed Attachment H, Form PUR 1355, Foreign Country of Concern Attestation Form
Completed Attachment I, No Offshoring

Optional Documents to be submitted by Vendor prior to RFP opening

Completed Attachment J, Certification of Drug Free Workplace (if applicable)

NOTE: Each required document (and optional document, if included) must be submitted separately in the Business Network, where directed to attach each file.

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