

Bid/RFP:	8-2013/2014	ISSUE DATE:	4/18/2014
RFP TITLE:	GRANT EVALUATION SERVICES		
RFP OPENING DATE & TIME: 5/6/2014, 2pm	AMENDED RFP DATED 4/24/2014		
PENSACOLA STATE COLLEGE 1000 College Boulevard, Room 737 PENSACOLA, FL 32504 EMAIL/FAX Submissions Not Allowed		REQUEST FOR PROPOSAL For Pensacola State College <hr/> Cassie Boatwright Director of Purchasing and Auxiliary Services	

VENDOR INFORMATION & NO RFP BLOCKS Pensacola, FL - Local Time

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

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

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

Minority Business Enterprise Type: #
<small>Minority Type: # M1 Black American Man; M2 Hispanic American; M3 Asian American; M4 Native American (Eskimo & Aleutian); M5 Native Hawaiian; M6 Small Business; M7 Disabled; M8 American Woman; M9 Black American Woman; CS5 Disable Vets; and NM Not Minority. (Must have greater than 51% minority ownership).</small>
<small>Minority Solicitation & Participation: It is Florida State College at Pensacola "Minority (MBE) Outreach Monitoring Policy" to encourage maximum solicitation (Request for Proposal) and participation by minority firms in its purchase contracts. To this end, minority and non-minority firms responding to this RFP as general contractors are encouraged to conduct similar outreach efforts in its subcontract processes as your efforts will be monitored by the College's District Board of Trustees. While the College does not establish specific goals for minority "set-asides", it does have a 25% minority solicitation (Request for Proposal) monitored goal with awards being to highest rated proposer(s) meeting specifications. Since implementation of the College Minority Outreach Program in December 1, 1991 minority/small business solicitations have been provided to 25% WBE/MBE firms, and awards to minorities have increased considerably on College purchase contracts.</small>

"CERTIFICATE OF INDEPENDENT PRICE DETERMINATION"

IMPORTANT!! SIGNATURE BLOCK

<i>I certify that this RFP is made without prior understanding, agreement, or connection with any other company or person and is in all respects have independently determined prices that are fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this RFP for the company submitting it.</i>	
<hr/> Officer's Authorized Signature	<hr/> Officer's Typed Name & Title

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

Request for Taxpayer Identification Number and Certification

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

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

Part I Taxpayer Identification Number (TIN)

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

Social security number								

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

Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

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

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

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

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

Purpose of Form

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

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

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

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

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

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

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

PROPOSAL'S CHECKLIST

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

ON THE REQUEST FOR PROPOSAL (RFP) SHEET (Page #2 of this RFP):

1. Company name, mailing address, telephone, FAX number and Federal ID# blocks are all correctly entered on the Request for Proposal Sheet? ____
2. Minority Business Enterprise Type # correctly entered? ____
3. If not submitting a RFP, have you noted "No RFP" on page #2? Have you stated your reason(s) for not submitting a proposal? ____
4. Is your total proposal submission less than the Section 1.03 defined total maximum page count? ____
5. Is your RFP proposal signed by an authorized officer of the company submitting this RFP/proposal? ____
6. Have you completed the Request for Taxpayer Certification (W-9) form noting your tax employer identification number (or SSN) in the appropriate block? ____

PROPOSALS RETURNED UNSIGNED ARE CONSIDERED NON-RESPONSIVE AND ARE NOT ELIGIBLE FOR AWARD! PLEASE ENSURE THAT YOUR RFP/PROPOSAL (PAGE 2) IS SIGNED BY AN AUTHORIZED OFFICER FOR YOUR COMPANY. All proposers are alerted to pay special attention to all sections contained in this Request for Proposal which state to be responsive they shall be completed and submitted as part of the response to the solicitation in order for your proposal to be considered responsive.

Please review and submit your formal RFPs, proposals by the date and time shown on page #2 cover of this RFP document to:

**SEALED RFP# 8-2013/2014
Cassie Boatwright
Director of Purchasing and Auxiliary Services
Pensacola State College
1000 College Boulevard, Room 737
Pensacola, FL 32504**

The College reserves the right to reject any portion or all proposals, to resolicit RFPs or not, and to waive informalities as deemed in the best interest of the College.

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

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

- 1.00 Overview
- 1.01 Pensacola State College (College) has a requirement for which your company may be qualified to submit a formal proposal in response to this RFP #8-2013/2014
- 1.02 This RFP solicits the submittal of priced proposals from qualified firms that can partner with the College to provide Third Party Evaluation Services for Grant Projects.
- 1.03 To be considered responsive, proposers shall deliver before 2:00 p.m., local time on 5/6/2014 one (1) original RFP response, four (4) hard copies and one (1) electronic copy containing "all" of your documentation included in the original proposal in a pdf format.
- Note: Original binder must be marked ORIGINAL and must have original signatures. The USB may be placed inside the binder. Please label the USB drive with the College's name, solicitation number, and your company's name. (i.e. "Copy" Acme Proposal, 2011-11 to PSC)
- It is the proposer's responsibility to guarantee the USB drive is 100% identical to your original hard copy proposal. In the event of a discrepancy, your original hard copy will prevail.
- Proposal shall not exceed 50 total pages in length to include not only all required PSC forms and attachments but any documents* that you include in your submittal to:
Cassie Boatwright
Director of Purchasing and Auxiliary Services
1000 College Blvd.
Pensacola, FL 32504
- *Note: Fifty (50) page total maximum submission limit includes all of the College's forms and any or all attachments. Submittal of double sided pages will be counted as two pages. *The table of contents, the drug-free signature form, PSC addendum signature sheet and tab sheets are Not counted in your maximum 50 pages. If your proposal in total exceeds this 50 page limit, only the first 50 pages (including any referred to pages) of your proposal will be evaluated.
- 1.04 To be responsive your proposal shall be signed by an authorized employee/officer with the authority to bind a contract.
- 1.05 Public bid opening; Pensacola State College will conduct a Public proposal opening at 5/6/2014 at 2:00 pm at the Colleges Administrative Offices Bldg. 7, Room # 737, 1000 College Blvd., Pensacola, FL 32504. Pursuant to HB 7223 /FS 119.071, the College will not be reading aloud the individual bid prices at the Public Opening and only open the individual proposals and publicly announce who a proposal was received from. The actual proposal prices submitted will not be a public record until the date of posting (defined herein) or after the number of days as defined in FS 119.071."
- 1.06 Any proposal submitted shall have prices firm for at least 90 calendar days from public opening to allow adequate time for college evaluation, board of trustee approval as well as, contract negotiation and execution.
- 1.07 Please direct any inquiries to the following College staff.
Contact Person:
Cassie Boatwright, Director of Purchasing and Auxiliary Services
cboatwright@pensacolastate.edu

- 1.08 As deemed in the College's best interest, the College reserves the right to:
1. Reject any or all proposals submitted.
 2. To resolicit proposals or not.
 3. To waive informalities.
 4. To issue to all proposers Request for Information (RFI's).
 5. To solicit best and final offers from all finalist firms.
 6. To negotiate a satisfactory award of any portion(s) of this RFP with the top-ranked firm.
 7. To terminate negotiations with the top-ranked firm if a satisfactory contract can not be negotiated and enter into negotiations with the next ranked proposer until a satisfactory contract can be negotiated and entered into.

2.00 Existing Conditions

Pensacola State College (College) located in Northwest Panhandle of Florida has approximately 1,400 fulltime employees and has three (3) campuses and (2) centers.

3.00 Problem Statement:

To identify a qualified contractor who can provide the College the best combination of preferred grant evaluation services and overall best total value.

- 3.10 It is the College's objective to solicit the submittal of proposals from qualified firms to provide grant evaluation services as defined herein.

It is the College's intention that the resultant contract, if approved by the District Board of Trustees would be for an initial contract period equal to the grant period with up to three(3) additional one (1) year terms of extension. Renewal of each term would be subject to satisfactory performance, continued need, mutually agreeable terms and conditions, continued receipt of adequate appropriations by the State of Florida Legislature, and District Board of Trustee approval of extension.

Any resultant contract shall be governed by the laws of the State of Florida and would include a 90 day termination provision without cause or cost for both parties.

4.00 Proposal Guidelines/Scope of Services

- 4.10 PROPOSERS ARE HIGHLY ENCOURAGED TO FOLLOW THE RFP NUMERICAL SEQUENTIAL FORMAT OF THIS RFP# 8-2013/2014.

4.20 RFP Inquires:

In order to maintain a fair and impartial competitive process, the College shall avoid any oral communication with prospective proposers other than through the purchasing office during the proposal preparation and evaluation period. However, all proposers will be provided a copy of all written questions (submitted prior to 2:00 pm on 4/28/2014) of the College's responses, unless the written inquiry pertained to an administrative or procedural matter. Send all inquiries to the attention of:

Cassie Boatwright, Director of Purchasing and Auxiliary Services
via email: cboatwright@pensacolastate.edu

ALL INQUIRIES MUST BE DIRECTED THROUGH THE PURCHASING DEPARTMENT.

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

4.40 GENERAL CONDITIONS

4.41 EXPLANATIONS TO PROPOSERS: Any explanation desired by a contractor regarding the meaning or interpretation of the request for proposal, resultant Form of Agreement, etc. must be requested in writing from the College's Director of Purchasing and Auxiliary Services with sufficient time prior to the defined established deadline as defined in Section #4.30 to allow for a reply to reach all proposers before the response submission due date of their proposals. Any interpretation made will be in the form of a written addendum which will be furnished by email or US Mail to all known prospective proposers. Its receipt by the proposer must be acknowledged by one of the means set forth in the addendum. ORAL EXPLANATIONS OR INSTRUCTIONS given either at a pre proposal conference or provided before the submittal of proposals or prior to award of the resultant contract will NOT be binding on the College.

4.42 CONDITIONS AFFECTING THE WORK: Proposers are encouraged to take such other steps as may be reasonably necessary to ascertain the nature and location of the work, and the general and local conditions which can affect the work or the cost thereof. Proposers should also carefully examine the RFP documents so that they are accurately informed regarding any and all conditions and requirements contained therein that may in any manner affect the work to be performed. The College will not assume any responsibility for proposers' cost to submit proposals or their errors and omissions caused by failure of the part of the proposer to inspect and familiarize themselves with the contract documents.

4.43 ADDENDA: Any addenda issued prior to the opening of the RFP for the purpose of changing the specifications of this request for proposal or related documents, or clarifying the meaning of the same, shall be binding in the same way as if originally written in the RFP and related documents. Since all addenda are available to proposers at the office of the PSC Director of Purchasing and Auxiliary Services, it is each proposer's responsibility to check with the issuing office and immediately secure all addenda before submitting your proposal. The PSC Director of Purchasing and Auxiliary Services uses email/mailed U.S. mail addenda to all known prospective contractors, but no guarantee can be made that addenda will be received.

4.44 PREPARATION OF PROPOSALS:

(a) Proposals shall be submitted on the forms furnished, or copies thereof, and to be responsive shall be manually signed. If erasures or other changes appear on the forms, each erasure or change must be initialed by the person signing the proposal. Telegraphic proposals will not be considered. Proposals must be typed or written in ink.

(b) Modifications of proposals already submitted will be considered if received at the office designated in the RFP prior to the time set for public opening of proposals.

4.45 FAMILIARITY WITH LAWS: The proposer is assumed to be familiar with all Federal, State of Florida and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the proposer will in no way relieve you from your contractual responsibility. Any resultant contract shall include requirements that the performance of work and contract shall be governed by the laws of the State of Florida as are expected to follow any Federal requirements.

5.00 Proposal/Interrogatories/Evaluation Criteria

Information to be included in your response to the proposal submittal shall include, at a minimum, a detailed response to all of the following interrogatory questions. Failure to fully answer all questions/inquiries will cause your RFP submittal to be considered non-responsive. To be responsive proposers shall complete this "entire" Section #5.00. The College evaluation committee will evaluate responsive written proposals submitted using evaluation criteria defined herein and subject to administrative approval, negotiate with the top ranked firm and a mutually agreed to contract. Please assure your proposal follows the RFP numerical order format.

6.00 Specifications

Technical Specifications

Background: Pensacola State College (PSC) located in Escambia and Santa Rosa Counties and established in 1947, is one of Florida's 28-member community college system and offers Baccalaureate Degrees (Section 1004.73, Florida Statutes.) PSC is governed by a board of trustees appointed by the Governor of Florida. The Board appoints a president who has administrative responsibility for the operation of the College.

Agreement/Contract: As previously stated, the successful Vendor will be expected to enter into an Agreement which will be prepared by the College's General Counsel. Include in the Proposal any contractual language you need for consideration by the College's General Counsel who, together with the Director of Purchasing and Auxiliary Services, will prepare any contract arising from this RFP, the College, in its sole discretion, may accept or reject any Vendor proposed terms and conditions. In the event of a conflict between any provisions contained in any of the documents governing this transaction, the following shall be the order of precedence: Amendments to the Agreement; the Agreement; Addenda to Request for Proposal; the Request for Proposal; and then the Proposal.

The term of the Agreement shall be four (4) years beginning on the date of the last party to sign the Agreement as set forth below. Either party may terminate the Agreement at any time without cause by giving the other party not less than ninety (90) days written notice of its intent to terminate.

Successful Contractor is fully aware and agrees with the submission of their proposal, no compensation will be granted/paid for unsuccessful grant proposals. Compensation will only be provided for successful grant awards and paid as defined by the grant guidelines as approved by the awarding agency.

Proposal Specifications

REQUEST FOR PROPOSALS

Evaluation of the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program

Introduction: Pensacola State College is soliciting proposals from consultants experienced and qualified to provide Third Party Evaluation Services for the upcoming Round 4 USDOL Trade Adjustment Assistance Community College and Career Training (TAACCCT) program grant , due date July 7, 2014.

Background: The U.S. Department of Labor (DOL or the Department) announced the availability of up to \$500 million in grant funds to be awarded under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program. The primary intent of the TAACCCT grant program is to meet the educational or career training needs of workers who have lost their jobs or are threatened with job loss as a result of foreign trade.

The DOL intends to fund multi-year grants to institutions for either developing new education or career training program strategies or for replicating existing evidence-based design, development, and/or delivery strategies for such programs. Through this grant, the DOL is helping to ensure that our nation's institutions of higher education are able to help TAA-eligible workers and other adults succeed in acquiring the skills, degrees, and credentials needed for high-wage, high-skill employment while also meeting the needs of employers for skilled workers.

PSC is taking the lead in a Florida Panhandle consortium proposal that focuses on cyber security/public safety/career pathway training. The proposed targeted service area will be aimed at the Florida Panhandle covering a partnership made up of five community colleges. The project will seek to train TAA impacted individuals, dislocated workers, veterans, youth, and employed workers looking to advance their skills and career.

Scope of Services:

The DOL TAACCCT grant solicitation requires applicants to submit a program evaluation plan and evaluation budget narrative for an independent third-party evaluation of the proposed project. To assist in the development of this part of the proposal, the successful RFP will agree to and provide the following items based on a two-phase process:

Phase 1: Pre-award Evaluation Plan Development

- Design and implement an independent evaluation of grant-funded project for a 5 college consortium located in Florida, using high quality evaluation design.
- Coordinate with College program personnel and consortium partners during development of the evaluation plan, budget and budget narrative.
- Develop an evaluation plan that is consistent with consortium and project goals and that comply with federal regulations and TAACCCT review criteria for program evaluation, including a rigorous, quantitative analysis of impact on participants through random assignment experimental design. The published evaluation plan criteria from which to base a response is provided in Appendices A & B.
- Provide assistance in determining data tracking and collection needs, setting appropriate and measurable outcome projections and measures, and a plan for using data for continuous improvement and effectiveness across the consortium.
- Provide information about best practice approaches, current research, and evaluation plans included in projects awarded during Round 1 of the TAACCCT grant program and incorporate into the evaluation plan as appropriate.
- Conduct review of the consortium work plan to assure the evaluation plan is consistent with and appropriate for the proposed project.
- Develop a realistic and reasonable budget that meets all specifications of the Solicitation for Grant Applications (SGA), including a cost not to exceed 10% of the total proposed budget (maximum funding awarded to a consortium project is \$5 million to \$15 million; \$10 million for a consortium of this specific size, therefore a subcontract for evaluation services may not exceed \$1 million. The published evaluation budget criteria from which to base a response is provided in Appendices A & B.
- Prepare and submit the evaluation plan, budget and budget narrative to the College in the format required by USDOL and/or the College for review and approval by the College for submission to USDOL at least 5 business days before the final submission due date, which has not yet been determined.

Phase 2: Post-award Project Evaluation

- Work in cooperation with the College's Project Investigator, Institutional Effectiveness & Grants, as well as key consortium partners to implement the approved evaluation plan, including, but not limited to, data collection, analysis and reporting.
- Comply with regulations of all partner colleges regarding Institutional Review Board (IRB) procedures and use of confidential information.
- Meet all funder requirements for the period of performance and approved timeline as it relates to project evaluation.
- Provide assistance with or preparation of interim and annual performance reports required by the funding agency.
- Provide assistance with preparation for project site visits and/or audits that may occur during or after the project period.
- Provide unlimited telephone, fax, email, video-conferencing and onsite consultations concerning evaluation of the grant project.
- Provide consultation regarding the status of the project, including addressing barriers to progress toward objectives.

Evaluation Process

1. Evaluation Method

- A. The College will appoint an evaluation team to evaluate proposals, and to recommend award of a contract with the proposer, which meets the best interests of the College and the consortium. The District Board of Trustees shall make the final award.
- B. The College shall be the sole judge of its own best interests, the proposals, and approval of the resulting contract. The College's decisions will be final.

2. Non-Responsive Proposals

- A. Non-responsive proposals may be rejected by the purchasing department, and will not be distributed to the evaluation team for consideration. Additionally, the evaluation team may determine that required submittals/documentation is so inadequate as to be determined to be non-responsive. Non-responsive proposals may include, but are not limited to the following:
 - Failure to sign the proposal
 - Failure to acknowledge addenda (unless all changes are not material)
 - Failure to provide required submittals/documentation
 - Submission of a late proposal
 - Proposer does not meet minimum requirements
- B. The evaluation team will evaluate all responsive written proposals to determine which proposals best meet the needs of the College based on the evaluation criteria.

3. Short Listing

- A. Upon completion of the evaluation of all written proposals, the evaluation team may recommend award to the proposer with the highest score, or request additional information and/or conduct interviews from any, all, or some of the proposers to best determine the proposal that is in the best interest of the College.

4. Statement of Qualification

- A. To insure that all RFP's are fairly evaluated, scored and ranked, it is very important that the RFP's are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

Instructions for Preparing Proposals

To ensure all proposals are fairly evaluated, scored and ranked, it is very important that the RFP responses are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal. Please provide one (1) original RFP response, four (4) hard copies and one (1) electronic copy.

RFPs will be evaluated based upon three criteria:

- 1. Responsiveness to RFP (10 points)
- 2. Experience (60 points)
- 3. Commission Structure (30 points)

Section 1 - Basic Submittal Information and forms – 10 points

- A. Letter of Intent: This letter will summarize in a brief concise manner, the proposer understands the scope of work and make a positive commitment to perform the work/service in a timely manner. The letter must be signed by an official authorized to make such commitments and enter into a contract with the College. The letter must indicate the official's title or authority. The letter should not exceed two (2) pages in length.
- B. Proposer Certification form – Ensure that all addenda, if applicable, are acknowledged.

- C. Contractor's Qualification Statement
- D. Corporate Information: If proposer is a corporation, provide a copy of the certification from the Florida (or other state) Secretary verifying proposer's corporate status and good standing, and in the case of out of state corporation, evidence of authority to do business in the state of Florida.
- E. Subsidiaries: Name any subsidiary or affiliated companies in which principals have a financial interest. Explain in detail the principal's interest in this company.
- F. History of firm: Indicate brief firm history/bio.
- G. Drug Free Workplace Certification.
- H. W9- Attachment B

Section 2 – Experience and History of Contractor – 60 Points

- A. Company Credentials: Provide a brief statement of qualifications that includes the firm's size and geographic location to PSC. The firm must have demonstrated experience in project evaluation, with proven experience in the evaluation of USDOL grants and/or other similar federally-funded grants. Experience with third party evaluation of Round 3 TAACCCT awards is a plus. Experience with evaluations related to manufacturing and/or advanced manufacturing industries is also a plus.
- B. Principle's Credentials: List experience of each principle within the firm assigned to this project. Include current job description, resume, education/college degrees, licenses, and professional certifications. Designate number of years with the company and if all experience is while employed by the proposer's firm.
- C. Project Personnel: Indicate any other persons that will be assigned to this project. For each of the project personnel, provide the following information:
 - Name, title and assignment for this project
 - Resume which includes:
 - a) Number of years with this company
 - b) Number of years with other company(s)
 - c) Experience: Names of projects, types of projects, and size of projects specific project involvement.
 - Education/ Degrees earned
 - Active registration/certification/licenses
 - Current job description
 - Other experience and qualifications which are relevant to this project
- D. Current References: The firm will provide a listing of, at minimum, three (3) clients it has or is providing successful evaluation services to that are consistent with the requirements and the scope set forth in this RFP. The listing shall include name of the client, the name of the contact person, address, e-mail, and telephone number and a brief explanation of the services that were provided.

Section 3 – Commission Structure – 30 Points

Provide details of your proposed remuneration to the College. Costs may not exceed 10% of the total proposed budget (anticipated at \$10 million), therefore a commission structure for evaluation services may not exceed \$1 million. The anticipated evaluation budget criteria from which to base a response is provided in Program Evaluation Plan & Budget Narrative Criteria and Framework of Evaluation Methodologies .

Program Evaluation Plan & Budget Narrative Criteria

Complete DOL TAACCCT SGA for 2014 can be found by visiting <http://www.doleta.gov/grants/pdf/SGA-DFA-PY-13-10.pdf>

Criteria for Program Evaluation Component

The applicant must submit an evaluation budget narrative and program evaluation plan for an independent third-party evaluation of the proposed project. The costs of the evaluation can be paid for with grant funds. Successful applicants must plan to submit a final report, due to the Department at the end of the grant period of performance, and at least one interim report on findings-to-date at a time determined by the applicant.

The applicant must submit: (1) a Program Evaluation Plan, and (2) an Evaluation Budget Narrative. Applicants must include these materials as a separate attachment to the application.

Program Evaluation Component

All applicants are required to procure a third-party evaluator who will design and implement an independent evaluation of grant-funded projects. For consortium applicants, there should be a single project evaluation of the project. Regardless of the design proposed, all evaluations must include two components: 1) impact or outcomes analysis of participants in grant-funded programs or activities, and 2) implementation analysis. Grant funds may be used to pay for the evaluation. Applicants must submit a Summary Evaluation Plan describing their proposed evaluation and an Evaluation Budget Narrative as separate attachments to the application, including all items described below. The Summary Evaluation Plan is limited to 5 double-spaced, single-sided pages with 12 point text font and 1x 1 inch margins. There is no page limit for the Evaluation Budget Narrative. These attachments do not count against the page limit for the Project Narrative.

In addition to a final evaluation report due at the end of the grant period of performance, successful applicants must submit a final evaluation design shortly after award (See V.C.1.) and preliminary or interim evaluation findings during the period of performance. The submission date of any interim reports should be determined by the applicant and clearly identified in the evaluation summary included in the application.

Separate from their individual, third-party evaluation, grantees must participate in a national evaluation that will be conducted by a contractor on behalf of the Department to inform workforce development policy and advance the Department's mission to help the nation's workers and employers. The national evaluation may include an implementation assessment across grantees as well as an impact and/or outcomes analysis of selected colleges within or across grantees. Conducting an impact analysis could involve random assignment of eligible participants into a treatment group (which would receive program services or enhanced program services) or control group(s) (that would receive no program services or un-enhanced program services). This is similar to conducting a lottery for class assignments when there is a waiting list. As a part of the national evaluation, grantees must agree to: (1) make records on participants, employers, and funding available; (2) provide access to program operating personnel and participants; and (3) follow evaluation procedures as specified by the national evaluator under the direction of DOL including after the grant period of performance.

1. Summary Evaluation Plan

The summary evaluation plan must include a description of the evaluation plan, proposed timeline including dates for submission of interim and final reports, and information about data collection and data sources to be used. All evaluation plans must include: 1) an analysis of participant impact or outcomes, and 2) a program implementation assessment as described below.

The Department encourages applicants to propose randomized control trials, however, non-experimental designs may be proposed if they meet certain evidence standards. Applicants proposing alternative methodologies must show that the proposed alternative design (e.g., quasi-experimental designs such as regression discontinuity) also allows causal inferences about the effect of the program to be drawn. Additional information on methodological designs is available in Appendix O.

The Department will review the Summary Evaluation Plan and provide feedback to successful applicants. Grantees will be required to submit a detailed evaluation design following award addressing this feedback in collaboration with their independent evaluator. The detailed evaluation plan must include the same elements required in the Summary Evaluation Plan as described below.

a. Analysis of Participant (Net) Impact or Outcomes

Applicants must describe a plan for rigorously evaluating the participant outcomes or impacts, including a complete description of the study methodology, outcome measures (including program completion, degrees or certificate obtained, subsequent employment and earnings), comparison or control groups that will be included, data collection methods (e.g., student information system data, earnings records, surveys), data source(s), and sample size.

Applicants must demonstrate that the selected methodology proposed is the most rigorous and appropriate approach for evaluating the proposed project, given the targeted participant outcomes or impacts of interest and the number of projected participants (including TAA-eligible workers). The applicant must also describe a plan for collecting follow-up data from participants and the control or comparison group. Depending on the proposed methodology, the applicant must provide the following explanations in the program evaluation plan:

For an experimental design/random assignment evaluation, the applicant must explain how the recruitment plan will yield a sufficient number of qualified applicants (both program and controls) to produce valid estimates of these key outcomes: o Program completion, credential attainment, placement into employment, employment retention, and average earnings for those who retain employment

The applicant must also describe how random assignment will be performed, such as procedures to ensure compliance with random assignment, and procedures to ensure the fidelity of implementation (i.e., that the features of the intervention occurred in the treatment condition as Applicants proposing a comparison group(s) (non-experimental) evaluation design must explain the source and size of the comparison group(s) and the method for selecting the comparison group. If matching across groups are used (e.g., demographics, pretest scores, level of education), the statistical techniques for matching should be described, including an explanation of how these techniques are appropriate for the sample size. Applicants should also discuss procedures to ensure the fidelity of implementation (i.e., that the features of the intervention occurred in the treatment condition as intended and did not occur in the comparison condition).

The analysis of individual (net) impacts or outcomes must be based on participant-level data. Applicants must indicate their ability to transmit personally identifiable data to their third-party evaluators, such as name, Social Security Number, and date of birth for program participants and individuals in the control or comparison groups, using a secure data system.

Program Implementation Analysis

Applicants must include a plan for analyzing the implementation of the grant activity and the program(s) on which the impact/outcome analysis will be based. The program evaluation plan must explain how the third-party evaluator will: 1) analyze the steps taken by the institution to create and run the training program, 2) assess the operational strengths and weaknesses of the project after the implementation, and 3) suggest how implementation might be strengthened within appropriate parameters that impact/outcomes analysis is not affected.

In addition, the evaluation plan summary should include strategies or approaches for addressing the following questions and identify the data source(s) that will be utilized:

- i. How was the particular curriculum or activity selected, used, or created?
- ii. How were programs/program designs improved or expanded using grant funds? What delivery methods were offered? What was the program administrative structure? What support or other services were offered?

- iii. Are in-depth assessment of participant abilities, skills, and interests conducted to select or enroll individuals into the program being evaluated? What assessment tools and process were used? Who conducted the assessments? How were the assessment results used? Were the assessment results useful in determining the appropriate program and course sequence for participants? Was career guidance provided? If so, through what methods?
- iv. What contributions did each of the partners and other key stakeholders make towards:
1) program design, 2) curriculum development, 3) recruitment, 4) training, 5) placement, 6) program management, 7) leveraging of resources, and 8) commitment to program sustainability? What factors affected partner involvement or lack of involvement? Which contributions from partners were most critical to the success of the grant program? Which contributions from partners had less of an impact?

The Evaluation Budget Narrative should provide a description of the costs associated with funding the proposed program evaluation component. Applicants should include travel costs for the third-party evaluator to attend at least one in-person conference in Washington, DC during the period of evaluation. The cost of the program evaluation must not exceed ten percent of the total proposed budget for the grant.

All costs included in this supplementary budget narrative should be reasonable and appropriate to the project timeline and deliverables.

Evaluation plan funding is contingent upon a successfully awarded grant project. The College will not assume any financial obligation to the successful proposer in the event of an unsuccessful grant application.

Contractor's Qualification Statement

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions and information provided hereinafter.

Submitted to: Pensacola State College
Director of Purchasing and Auxiliary Services

Submitted by: Name: _____

Address: _____

Principal Office: _____

(Note: Attach separate sheets as required.)

1. How many years has your organization provided the requested services? _____

2. How many years under the present business name? _____

3. Corporations, answer the following:

Date of incorporation: _____

State of incorporation: _____

President: _____

Regional Manager: _____

District Manager: _____

4. Partnerships, answer the following:

Date of organization: _____

Type of partnership: _____

Names and addresses of partners (if applicable):

1). _____

2). _____

5. If other than a corporation or partnership, describe organization and name principals: _____

1). _____

2). _____

3). _____

6. Have you ever failed to complete any contract awarded to you? If so, indicate when, where, why, and name/telephone number of persons we may talk to about this: _____

1). _____

2). _____

3). _____

7. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a contact? Yes _____ No _____

If yes, state circumstances: _____

8. Worker's Compensation insurance policy number: _____

Name of company: _____ Policy amount: _____

9. Comprehensive General Liability policy number: _____

Name of company: _____ Policy amount: _____

(\$500,000 combined single limit minimum)

The Board of Trustees, Pensacola State College, will be named additional insured for General Liability coverage if our firm is awarded the bid? _____

10. Name(s) and telephone number(s) of person(s) designated as liaison with the College in administering the contract in the event of bid award (attach sheet if necessary):

Date: _____ Name of Company: _____

By: _____

(Authorized Signature)

Title: _____

NOTARIZATION

Sworn to and subscribed before me this _____ day of _____, 2012

Personally known _____

Notary Signature

Produced Identification: _____

Notary Public State of: _____

My Commission expires: _____

(Printed, typed or stamped Commissioned name of Notary Public)

7.00	<u>Schedule</u>	
	4/18/2014	RFP issue date
	4/28/2014 2:00 p.m.	Deadline to submit (by email to cboatwright@pensacolastate.edu) final request for clarifications
	5/6/2014 2:00 p.m.	Public proposal opening at PSC, 1000 College Blvd. Building 7, Room 736.
	5/6/2014 2:00 p.m.	Deadline for the College's receipt (directly from proposer's clients) of completed "Reference Performance Evaluation Surveys" Attachment A-2.
	5/6/2014 - 5/8/2014	Evaluation committee review responsive proposals submitted.
	5/8/2014 2:00 p.m.	Phase #1 " <u>Written</u> " Public evaluation meeting, 1000 College Blvd., Bldg. 7 Room 736.
	5/13/2014 9a.m. – 3 p.m.	Interviews/demonstration of finalist, 1000 College Blvd., Bldg. 7 Room 736.
	5/15/2014 10:00 a.m.	Phase #2 " <u>Oral</u> " Public evaluation meeting of Finalist References, Interviews, Demos, and BAFO(s) responses, if issued, 1000 College Blvd., Bldg. 7 Room 736.
	5/15/2014 afternoon	Posting of recommendation of award.
	5/19/2014	End of posting period.
	5/19/2014	Tentative Award

8.0 Special Conditions

8.01** COOPERATIVE PURCHASE AGREEMENT **

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

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

8.02 ** TERMS AND DELIVERY **

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

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

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

FLORIDA SALES TAX EXEMPTION NO: 85-8012557294C-2

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

F.O.B. Destination: All bids and proposals to the College shall include all shipping and handling cost in the bidders unit prices on a F.O.B. destination basis, where the awarded supplier shall be responsible to file all trucking damage claims that happen prior to arriving at the destination.

8.03 DISCRIMINATION ****

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

F.O.B. Destination: All bids and proposals to the College shall include all shipping and handling cost in the bidders unit prices on a F.O.B. destination basis, where the awarded supplier shall be responsible to file all trucking damage claims that happen prior to arriving at the destination.

8.04 ** EXCLUSIVE CONTRACTS **

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

8.05 ** EQUIPMENT/MATERIALS/LABOR **

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

8.06 ** AWARD **

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

8.07 ** EQUIVALENTS **

THE SPECIFICATIONS LISTED ARE MEANT TO DEMONSTRATE THE WORK PARAMETERS REQUIRED, AND THE FUNCTIONAL LIMITS LISTED ARE TO BE CONSIDERED MINIMAL UNLESS CHANGED BY ADDENDUM TO THE BID. BID EVALUATION WILL BE MADE STRICTLY FROM THE MINIMAL SPECIFICATION. HOWEVER, VENDORS DESIRING TO SUGGEST DIFFERENT SPECIFICATIONS SHALL SUBMIT A WRITTEN DETAILED REQUEST TO DIRECTOR OF PURCHASING AND AUXILIARY SERVICES FOR EVALUATION PURPOSES NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING. EACH PARTICULAR SPECIFICATION WHICH THE EQUIVALENT OFFERED DOES NOT MEET MUST BE IDENTIFIED AND SUBMITTED ALONG WITH THE DETAILED SPECIFICATION SHEET OF THE EQUIVALENT OFFERED. AN ADDENDUM WILL BE ISSUED SEVEN DAYS PRIOR TO THE BID OPENING ADDING EQUIVALENT ITEMS, IF APPROVED.

8.08 ** INSURANCE FOR PROFESSIONAL SERVICES

The "awarded" contractor shall furnish a current Certificate of Insurance to the College Director of Purchasing and Auxiliary Services prior to contract award / commencement of the work, as well as a copy of your GL policy Ryder/endorsement that ensures the College will be provided 30 days written notice if your policy lapses for any reason. This certificate must include the College Bid Number and be effective for the term of the contract and any extension thereof. All insurance companies named on the certificate shall be licensed to do business in the State of Florida and have a minimum A.M. Best rating of A-.

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

Commercial General Liability* Coverage – Occurrence Form Required	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate
Automobile Liability	\$1,000,000 Combined Single Limit Each Accident
Workers Compensation and Employers Liability	Workers Compensation Statutory Limits \$100,000 E. L. Each Accident \$100,000 E. L. Disease Each Employee \$100,000 E. L. Disease Policy Limit
Errors & Omissions and/or Professional Liability	\$1,000,000 Each Occurrence \$1,000,000 Annual Aggregate

*Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contactors, contractual liability covering any resultant contract, agreement or Purchase Order, or lease, broad form property damage, and property damage resulting from explosion, collapse or under ground (X,C,U) exposures.

Coverage B shall include personal injury. Coverage C medical payment is not required. The College requires General Liability Insurance policies include a waiver of subrogation in favor of the College.

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

AWARD CONTRACTOR'S INSURER: Please make sure that the Insurance Certificate or ACORD form returned to the College as evidence of insurance contains the College as Certificate Holder and the bid number is listed on the certificate as shown in the sample. Without a copy of your client's GL policy Ryder and these two pieces of information the certificate submitted will be considered incomplete.

8.09 ** SUBCONTRACTING **

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

8.10 ** PROOF OF FUNCTIONAL CAPABILITIES **

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

8.11 ** MODIFICATIONS PRIOR TO DATE SET FOR OPENING PROPOSALS/RFPS **

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

8.12 ** ANNUAL FIRM PRICE/INDEFINITE QUANTITY CONTRACT **

THE INTENT OF THIS RFP IS TO ESTABLISH A GRANT EVALUATION SERVICES CONTRACT FOR PENSACOLA STATE COLLEGE.

THE CONTRACT WILL EXTEND FOR THE INITIAL PERIOD COMMENCING ON OR AROUND DATE OF AWARD IF AWARD IS SUBSEQUENT THERETO) THROUGH GRANT PERIOD . THE CONTRACT MAY BE EXTENDED THEREAFTER FOR COMPARABLE PERIODS OF TIME BY MUTUAL AGREEMENT BETWEEN THE CONTRACTOR AND THE COLLEGE, PROVIDING THERE IS NO CHANGE IN TERMS AND CONDITIONS. RATES MAY BE NEGOTIATED ANNUALLY, SAME TERMS AND CONDITIONS.

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

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

8.13 ** INTERPRETATIONS/PROTESTS **

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

8.14 **PROTEST OF SOLICITATION SPECIFICATIONS **

TO PROTEST THE SPECIFICATIONS OR THE TERMS AND CONDITIONS CONTAINED IN THIS INVITATION TO BID (ITB), REQUEST FOR PROPOSAL (RFP) OR REQUEST FOR QUALIFICATION (RFQ) A WRITTEN NOTICE THAT INCLUDES THE SOLICITATION # AND TITLE, TOGETHER WITH A BRIEF DESCRIPTION OF THE BASIS FOR THE PROTEST MUST BE FILED WITH THE DIRECTOR OF PURCHASING AND AUXILIARY SERVICES AT 501 W. STATE STREET, PENSACOLA, FL 32202, WITHIN 72 HOURS AFTER RECEIPT OF THE PROJECT PLANS/SOLICITATION SPECIFICATIONS. FOR PURPOSES OF THIS SECTION, SATURDAYS, SUNDAYS AND STATE HOLIDAYS SHALL BE EXCLUDED IN THE COMPUTATIONS OF THE 72 HOUR TIME PERIOD. A FORMAL WRITTEN PROTEST MUST BE FILED WITHIN 10 DAYS AFTER THE DATE OF THE NOTICE OF PROTEST IS FILED. THE FORMAL WRITTEN PROTEST MUST STATE WITH PARTICULARITY ALL FACTS AND LAW UPON WHICH THE PROTEST IS BASED. FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

8.15 ** PROTEST OF AWARDS AND INTENDED AWARD **

BID TABULATIONS WITH RECOMMENDED AWARDS WILL BE POSTED ON OR ABOUT 5/15/2014 FOR REVIEW BY INTERESTED PARTIES ON THE PURCHASING WEB PAGE. UNLESS CHANGED BY ADDENDUM, AND WILL REMAIN POSTED FOR A PERIOD OF 72 HOURS (NOT INCLUDING SATURDAYS, SUNDAYS AND STATE HOLIDAYS). ANY PERSON WHO IS ADVERSELY AFFECTED BY THE COLLEGE'S DECISION OR INTENDED DECISION SHALL FILE A WRITTEN NOTICE OF PROTEST THAT INCLUDES THE SOLICITATION # AND TITLE, TOGETHER WITH A BRIEF DESCRIPTION OF THE BASIS FOR THE PROTEST WITH THE DIRECTOR OF PURCHASING AND AUXILIARY SERVICES AT 501 W. STATE STREET, PENSACOLA, FL 32202, WITHIN 72 HOURS AFTER THE POSTING OF THE ITB/RFP/RFQ BID TABULATION. A FORMAL WRITTEN PROTEST MUST BE FILED WITHIN 10 DAYS AFTER THE DATE THE NOTICE OF PROTEST WAS FILED. THE FORMAL WRITTEN PROTEST SHALL STATE WITH PARTICULARITY ALL FACTS AND LAW UPON WHICH THE PROTEST IS BASED. INSPECTION OR EXAMINATION OF OPENED BIDS OR PROPOSALS ARE AVAILABLE FOR INSPECTION FROM 7AM-5PM MONDAY-FRIDAY BY APPOINTMENT, UPON NOTICE OF A DECISION OR INTENDED DECISION, OR 10 DAYS AFTER INVITATION TO BID(ITB), REQUEST FOR QUALIFICATIONS(RFQ) OR REQUEST FOR PROPOSAL(RFP) PUBLIC OPENING, WHICHEVER IS EARLIER. FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

UNITED STATES FEDERAL ATTESTATION FORM – (NON-CONSTRUCTION PROGRAMS)

Note: Certain of these assurances may not be applicable to sale of your products or services. If you have questions, please contact the Pensacola State College Purchasing and Auxiliary Services Department. Further, certain Federal awarding agencies may require PENSACOLA STATE COLLEGE certify additional assurances. If such is the case, you will be notified.

Our company understands this purchase has Federal funding and by signing this Federal Attestation Form we agree to:

- 1. Give the Federal Government, the Comptroller General of the United States, through their authorized representative, access to and the right to examine all records, books, papers or documents related to this purchase, as well as establish a proper accounting system in accordance with generally accepted accounting standards and to retain all records a minimum of five years.
2. Establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. Initiate and complete the scope of work within the applicable time frame after receipt of an approved PENSACOLA STATE COLLEGE purchase order.
4. Comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
5. Comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88.352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 - 1683, and 1685 - 1686), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 - 6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92.255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91.616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd.3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.) as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
6. Comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91.646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
7. Comply with the provision of the Hatch Act (U.S.C. 1501 - 1508 and 7324 - 7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
8. Comply as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a - 276a 7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874, and the Contract Work Hours and Standards Act (40.327 - 333), regarding labor standards for federally assisted construction sub-agreements.
9. Comply, as applicable, with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L.91.190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.) (f) conformity of Federal actions to State (Clear Air) implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93.523; and (h) protection of endangered species under the Endangered Species Act of 1973, as amended. (P.L.93.205).
10. Comply, as applicable, with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
11. Assist the United States Federal Government (as requested) in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a.1 et seq.).
12. Comply, as applicable, with P.L. 93.348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
13. Comply, as applicable, with the Laboratory Animal Welfare Act of 1966 (P.L) 89.544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance
14. Comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this purchase.
15. Strongly strive to provide subcontracting opportunities to small businesses owned and controlled by socially and economically disadvantaged individuals (WBE/MBE) in accord with Executive Order 12928.
16. Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Federal regulations (41 CFR Chapter 60).
17. Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR part 15).
18. Compliance with mandatory standards and policies (as applicable) relating to energy efficiency which is contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94 - 163, 89 Stat. 871).
19. Compliance with the Federal agency requirements and regulations (as applicable) pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract, as well as awarding agency requirements and regulations pertaining to copy-rights and rights in data
B. Supplier agrees to provide access to the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents papers, and records or documents of the supplier which are directly pertinent to this specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
C. Supplier agrees to retain all records relative to this procurement for five full years after PENSACOLA STATE COLLEGE makes final payment and all other pending matters are closed.

Our business _____ attests that it is in full compliance with all of the cited U.S. Federal Attestations.

Authorized Signature

Signer's Title

Date

Please return this signed form to with your bid submittal.

CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM

IDENTICAL TIE BIDS - Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

SIGNATURE OF VENDOR REPRESENTATIVE: _____

TYPED OR PRINTED NAME OF VENDOR REPRESENTATIVE : _____

BIDDING FIRM OR ENTITY NAME: _____

MINORITY BUSINESS ENTERPRISE/WOMAN BUSINESS ENTERPRISE CERTIFICATE

I HEREBY DECLARE AND AFFIRM that I am the _____ (Title) representative of the firm of _____ (Company Name) minority business enterprise (MBE/WBE) _____ (Minority Type) as defined by Pensacola State College in the specifications for _____ (ITB Name & Number) that I will provide information requested by PENSACOLA STATE COLLEGE to document this fact. The foregoing statements are true and correct and include all material necessary to identify and explain the operations of _____ (Company Name) as well as the ownership thereof. Further, the undersigned does agree to provide PENSACOLA STATE COLLEGE current, complete and accurate information regarding actual work performed on the project, the payment therefor and any proposed changes in any of the arrangements hereinabove stated and to permit and audit an examination of the books, records and files of the above named company by authorized representative of PENSACOLA STATE COLLEGE. It is recognized and acknowledged that the statements herein are being given under oath and material misrepresentation will be grounds for terminating any contract which may be awarded in reliance hereon. Termination is understood to forfeiture of payment for all work not performed at time of notification.

I DO SOLEMNLY DECLARE OR AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENTS ARE TRUE AND CORRECT, AND THAT I AM AUTHORIZED, ON BEHALF OF THE ABOVE FIRM, TO MAKE THIS AFFIDAVIT.

Signature of Company's Authorized Representative

State of _____ County of _____ City of _____

On this _____ day of _____, 20____, before me, in the foregoing affidavit and acknowledged that he (she) executed the same in the capacity therein stated and for the purpose therein contained.

In witness thereof, I hereunto set my hand and official seal.

Signed: _____ (SEAL)
Notary Public

My commission Expires:

Minority Type: # M1 Black American Man; M2 Hispanic American; M3 Asian American; M4 Native American (Eskimo & Aleutian); M5 Native Hawaiian; M6 Small Business; M7 Disabled; M8 American Woman; M9 Black American Woman; and NM Not Minority. (Must have greater than 51% minority ownership). "Minority/Woman Business Enterprises that file false misrepresentation of their MBE/WBE status shall be found guilty of a felony of the second degree and be debarred from bidding no less than 36 months pursuant to 287.094 Florida Statute".

Pensacola State College does not discriminate on the basis of race, ethnicity, national origin, gender, age, religion, marital status, disability, sexual orientation and genetic information in its educational programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Dr. Gael Frazer, Assoc. Vice President, Institutional Diversity at (850)484-1759, Pensacola State College, 1000 College Blvd. Pensacola, Florida 32504

Attachment "A-1"

Pensacola State College
RFP 8-2013/2014
Title: Grant Evaluation Services

Date: _____

To: _____ (your client)

Email: _____

Phone: _____

Fax No: _____

Subject: Performance Evaluation of _____ (your company)

Number of pages including cover: 2

To Whom It May Concern:

Pensacola State College has implemented a process that collects past performance information on various vendors that provide grant evaluation services to the College. The information will be used to assist the College Evaluation Committee in the evaluation of the vendors which provided services to your agency or company.

The company listed in the subject line above has chosen to participate in this program. They have listed you as a past client that they provided grant evaluation services for. Both the Company and Pensacola State College would greatly appreciate you taking five to 10 minutes out of your busy day to complete the accompanying questionnaire.

Please review all items in the following Attachment A-2 and answer the questions to the best of your knowledge. If you cannot answer a particular question, please write "N/A". Please have the client return this questionnaire directly to email cboatwright@pensacolastate.edu.

Thank you for your time and effort.

Cassie Boatwright
Director of Purchasing and Auxiliary Services

RFP 8-2013/2014

Title: Grant Evaluation Services

REFERENCE PERFORMANCE EVALUATION SURVEY

To be Completed by the Client Only and Submitted Directly from Client

Client Company Name: _____

Point of Contact: _____

Phone number and Email Address: _____

Fax No. () - _____

Proposer Company Name (who listed your company as a reference): _____

Client representative providing the reference (name and title): _____

Phone numbers and email address of individual providing the reference: _____

Date(s) of Service: _____ Annual Aggregate Dollar Amount of Service: \$ _____

Please evaluate the performance of the Proposer noted above using the following scales:

- 4 = Exceptional (always exceeds your expectations)
- 3 = Good (meets defined minimum requirement and occasionally exceeds your expectations)
- 2 = Average (meets minimum requirements)
- 1 – Does Not Meet Minimum Standards
- 0 = Do Not Hire (our company would not hire them again)

No	Reference Criteria for Grant Evaluation Services	Scale Range	Your Score
1	Quality of Service as it relates to the ability to provide the specified service.	1 – 4	
2	Satisfaction of the particular curriculum selected, used, or created.	1 – 4	
3	Satisfaction of the grantees conduct during the assessment.	1 – 4	
4	Ability of the vendor to timely resolve issues.	1 - 4	
5	Ability in providing timely reports and request for information.	1 - 4	
6	Ability to meet deadlines.	1 – 4	
7	Satisfaction as to level of expertise of staff.	1 – 4	
8	Accuracy in evaluation services.	1 – 4	
9	Overall satisfaction on delivery of the service.	1 – 4	
10	Overall customer satisfaction and hiring this proposer company again based on performance (comfort level in hiring proposer company again)	1 - 4	

Overall Comments: _____

Please email to cboatwright@pensacolastate.edu prior to 2 p.m. on 5/6/2014