

REQUEST FOR PROPOSAL
1.0 RFP ACKNOWLEDGEMENT FORM

April 5, 2011

Submit Proposal To:

Pensacola State College
Attn: Angie C. Jones, Director, Purchasing and Auxiliary Services
Barfield Administration Building, Bldg 7, Room 737
1000 College Boulevard, Pensacola, Florida 32504-8998
Telephone: (850) 484-1794/ (850) 484-1839(f)
acjones@pensacolastate.edu

PROPOSAL TITLE: Temporary Employee Services

RFP #17 - 2010/11

PROPOSALS will be received by the Purchasing Director in Room 737 of the Administration Building (Bldg 7), 1000 College Blvd, Pensacola, Florida 32504-8998, on or before **Tuesday, May 3, 2011 at 10:00 a.m. CST**, the proposal opening will follow the 10:00 a.m. deadline in Room 736B.

Proposer or Entity Name: _____
Address: _____ Telephone #: _____
City, State, Zip: _____ Fax #: _____
Web Address: _____ Federal Tax I.D. #: _____

Certified Minority Business Enterprise Type _____
H-African American, I-Hispanic, J-Asian/Hawaiian, K-Native American, M-Women, N-Non-Minority
Filing a false misrepresentation of MBE/WBE status is considered a felony of the second degree pursuant to Section 287.094, Florida Statutes

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, Proposer, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the proposer.

Authorized Signature (manual) _____

Authorized Signature (typed/printed) _____

Email
Address _____

Reason for no proposal:

DISTRICT BOARD OF TRUSTEES
PENSACOLA STATE COLLEGE
1000 COLLEGE BOULEVARD
PENSACOLA, FL 32504-8998

RFP 17 - 2010/2011

REQUEST FOR PROPOSALS FOR TEMPORARY EMPLOYEE SERVICES
FOR
PENSACOLA STATE COLLEGE

2.0 INTRODUCTION AND GENERAL INFORMATION / PURPOSE

- 2.1 **GENERAL COLLEGE INFORMATION:** Pensacola State College (hereinafter referred to as the "College") provides higher education and, technical and occupational training for the residents of Escambia and Santa Rosa Counties, its College by law, as well as a number of international students.

Within Escambia and Santa Rosa Counties, Florida, the College operates three main campuses, one downtown center, and is in the process of building another campus. For detailed information on the College visit www.pensacolastate.edu.

- 2.2 **PURPOSE OF RFP:** The College is releasing this RFP with the intent to receive proposals to provide Pensacola State College professional temporary employee services in accordance with the terms, conditions and specifications contained in this RFP. The purpose of this RFP is to identify the proposer that can offer Pensacola State College the best value and the highest level of personalized and professional services that are both cost efficient and easy to manage.

- 2.3 **PROPOSER'S CONFERENCE:** A mandatory Pre-proposal conference will be held for proposers who intend to respond to this RFP. The purpose of the conference is to provide for questions and answers regarding terms, conditions, or specifications of the RFP. Answers to any questions that might arise will be in the form of Addenda to the Request for Proposal, prior to the proposal opening. All such revisions must be acknowledged by signature and returned with the proposal. Failure to attend this meeting will result in rejection of your proposal. The pre-proposal conference will be held on **Friday, April 15, 2011 at 1:00 p.m., CST, in Bldg 7, Room 736 (Boardroom), Pensacola Campus.**

- 2.4 **INTERPRETATIONS & QUESTIONS:** Any question(s) which requires a response which amends the RFP document in any way will be answered via addendum by the Purchasing Department to all proposers. Any verbal or written information received by proposers, which is obtained by any means other than this RFP document or by Addenda, shall not be binding on the College.

- 2.4.1 **Question Deadline.** Any questions concerning any condition or requirement of this RFP must be received in the Purchasing Office, in writing, **on or before close of business, Wednesday, April 20, 2011 to Angie C. Jones, Purchasing Director, via facsimile 850-484-1839 or email at acjones@pensacolastate.edu or may be contacted via telephone at 850-484-1794.**

2.4.2 **Submittal of Questions.** No other Pensacola State College employee or College Board of Trustee Member may be contacted. Questions must be received, in writing, on or before the date established above. If necessary, an Addendum will be issued.

2.5 **TENTATIVE CALENDAR:** The following are important pre-scheduled dates regarding this RFP, though all dates are subject to change, if required.

April 05, 2011	RFP Release Date (On or About)
April 15, 2011 1: 00 p.m. CST	Mandatory Pre-proposal Conference <i>Bldg 7, Room 736 (Administration Bldg)</i>
April 20, 2011	Written questions due
April 25, 2011	Estimated Addendum Release
May 3, 2011 NLT 10:00 a.m. CST	Proposals due (at location specified in Section 1.0)
May 4 – May 9, 2011	Committee Individual Evaluations
May 10, 2011 1:00 p.m.	Public Evaluation <i>Bldg 7, Room 736 (Administration Bldg)</i>
May 10, 2011	Posting Date of Award Recommendation
May 17, 2011	Tentative Board of Trustees of Approval of Award
July 1, 2011	Anticipated Contract Commencement

3.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL

In order to maintain comparability and facilitate the review process, it is requested that proposals be organized in the manner specified below. Include all information requested herein in your proposal.

- 3.1 **Title Page:** Include RFP number, subject, the name of the proposer, address, telephone number and the date.
- 3.2 **Table of Contents:** Include a clear identification of the material by section and by page number.
- 3.3 **Letter of Transmittal:** Include the names of the persons who will be authorized to make representations for the proposer, their titles, addresses and telephone numbers.
- 3.4 **Required Response Form:** (Page 1 of RFP) with all required information completed and all signatures as specified. Any modifications or alterations to this form shall not be accepted and proposal will be rejected. The enclosed original Required Response Form will be the **only** acceptable form.
- 3.5 **Released Addenda to RFP:** The College reserves the right to issue any addendum modifying any portion of this RFP. Caution is given that certain addenda may be required to be submitted with proposals. It is the prospective proposer's responsibility to verify they have received all released addenda and to include, in proposal submittal, any addenda that are required to be submitted with proposal.
- 3.6 **W-9 Form:** It is a requirement of this RFP that all proposers submit a completed Internal Revenue Service W-9 Form (Request for Taxpayer Identification Number and Certification) with proposal or within three (3) days of notification. The W-9 form may be downloaded at www.irs.gov. Failure to submit W-9 Form as stated herein may result in proposal disqualification. (See Sample Attachment B)

- 3.7 **Proposal Binder Instructions.** Failure to provide any of the required information or required documents or failure to arrange the proposal in accordance with these instructions may result in the proposal being rejected.

The "original" proposal must be submitted in a three-ring binder with index tabs labeled in the sequence as stated in this section. Only the "original" copy must be submitted in a three-ring binder. **Note: It is Mandatory the Proposers shall submit one (1) original hardcopy (labeled as such), four (4) additional copies and one (1) Compact Disc (CD) or flash drive in PDF format of the complete proposal, with all supporting documentation in a sealed envelope/container marked with the Proposer's name, return address, RFP number, title, due date and time.**

4.0 SCOPE OF SERVICES

The District Board of Trustees, Pensacola State College, Florida, is requesting proposals for a multiple year agreement for the provision of temporary employee services to the College. Proposals should be based on the RFP specifications, terms and conditions, and critical proposal inclusions identified within this RFP.

4.1 SPECIFICATIONS, TERMS AND CONDITIONS

- 4.1.1 Successful Proposer(s) will be responsible for providing the following services:
- 4.1.1.1 Provide personnel to perform temporary employment assignments as needed by the College.
 - 4.1.1.2 Conduct Employment screening (including reference and criminal background checks equal to what college performs) and drug test. The College reserves the right to do additional background checks if deemed necessary.
 - 4.1.1.3 Advertise and recruit, as necessary, in order to provide appropriate/sufficient personnel.
 - 4.1.1.4 Safety training as required by law.
 - 4.1.1.5 Performance counseling.
 - 4.1.1.6 Disciplinary actions involving any temporary employee supplied under this agreement.
 - 4.1.1.7 At least once each quarter provide the college employee workshops on topics such as customer service, dealing with difficult employees, violence in the workplace, and sexual harassment.
- 4.2 Successful Proposer(s) will be responsible for the administration and maintenance of all employment and payroll records, payroll processing, and remittance of payroll taxes, including the provision for the distribution of payroll time sheets and checks, for any temporary employees provided under this agreement.
- 4.3 Pensacola State College is contracting for the services only. The services are to be provided by employees of the successful Proposer and **are not employees** of Pensacola State College. The College, therefore, has no responsibility for the deduction of payroll taxes (employee income tax withholding, social security contributions, and Medicare contributions) or the remittance of those payroll taxes to the appropriate agencies. The deduction and remittance of payroll taxes and the matching contributions are the sole responsibility of the successful Proposer. The responsibility for the mandated worker's compensation coverage on each worker is the responsibility of the successful Proposer and **not** the College.

- 4.4 The successful Proposer(s) will provide detailed invoices biweekly to the College, on a schedule to be agreed on by the successful proposer and the College. Minimum information required on invoices includes but is not limited to the following: purchase order number, employee name, hours worked, cost center, pay rate, billing rate, sub-total by cost center, and invoice total.
- 4.5 The successful Proposer(s) will provide a contact name that will work with the College on this agreement.
- 4.6 The successful Proposer(s) will be responsible for providing staff members to arrange for the initial sign-up of temporary workers, on Pensacola State College site(s), prior to the first month of initial contract period, or as agreed upon by Pensacola State College and successful proposer.
- 4.7 The successful Proposer(s) shall provide "quarterly man-hour reports," to include total hours billed for the quarter. Reports will show a breakdown by employee name, cost center, number of hours worked, and billing rate.
- 4.8 Services will be provided for the College's campuses at Milton, Pensacola, and Warrington, the Downtown Center and any other current or future Pensacola State College site.
- 4.9 Temporary workers may be requested from the successful Proposer on a periodic basis. Although the College may refer prospects to the Proposer, it is understood that all hiring decisions remain with the Proposer, and that all temporary employees must meet the hiring criteria. The bill rate shall remain the same for employees referred to the temp agency by the College.
- 4.10 Proposers should carefully review the Temporary Employee Classification included within the specifications (Exhibit A). Proposals may be made for any single classification, all classifications, or for any combination(s) of classifications. However, the College reserves the right to award on the basis of any single classification, multiple classifications, or in whole, at the discretion of the College.
- 4.11 All pricing will remain firm through June 30, 2013. The College reserves the right to terminate the agreement at the end of the two (2) year period or to renew the contract for successive one (1) year periods, for a total of three (3) additional years, at its option. Any price adjustment requests for the succeeding year **must** be submitted in writing by April 1 of each year to the Director of Purchasing and Auxiliary Services, in order to be considered for the following fiscal year. No other rate changes will be permitted. The College's fiscal year runs from July 1 to June 30.
- 4.12 The successful Proposer(s) must agree to sign a contract with Pensacola State College, which will include the provisions contained in this proposal and any other provisions required by law or regulation. The contract will be administered by the Vice President for Business Affairs.

5.0 HISTORICAL DATA

Pensacola State College anticipates utilizing approximately 255,000 man hours during this current fiscal year. **** Note: there is no guarantee that future numbers will be equal or greater than the data represented above.**

6.0 SUBMITTALS

6.1 Pay rate and billing rate for each temporary employee classification which you wish to provide to the College. All applicable costs should be included within the billing rates. The billing rates quoted in the proposal must provide for the payment by the successful Proposer(s) of all costs including salary and benefits; mandated payroll taxes (social security, Medicare, unemployment compensation, etc.); and the appropriate worker's compensation coverage on each employee. These billing rates must NOT be increased during those annual periods except for mandatory minimum wage rate changes and price increases as outlined in section 4.11.

****Note: Pensacola State College will not be responsible for any costs exceeding the billing rates clearly indicated in the spaces provided.**

- 6.2 Company portfolio addressing the company history, staff qualifications, staffing capabilities, company certification and licensure.
- 6.3 A minimum of three (3) references, including company name and address, phone number, and contract liaison for which your company has provided temporary employment services for an agreement term of not less than one (1) year.
- 6.4 A schedule noting time sheet due dates and collection dates and procedures, related payroll disbursement dates, payroll disbursement processes, and direct deposit options.
- 6.5 A sample invoice form and invoicing procedure.
- 6.6 Documentation addressing your company's procedures for handling employee recruitment.
- 6.7 Documentation addressing your company's procedures for handling employee background checks and drug tests.
- 6.8 Documentation addressing your company's procedures for handling employee training (including, but not limited to required safety regulations).
- 6.9 Documentation addressing your company's procedures for handling employee disciplinary actions.
- 6.10 Examples of workshops that would be offered at the College.
- 6.11 Verification of appropriate worker's compensation and unemployment compensation insurance as well as any other insurance provided.
- 6.12 Any benefits available for temporary employees through your company. This will **not** be scored.

7.0 EVALUATION OF PROPOSALS

7.1 Pensacola State College reserves the right to accept or reject any and all proposal(s), and to waive any and all technicalities. Furthermore the College reserves the right to evaluate and determine the most favorable proposal(s) and to award a contract and purchase order(s) to the successful proposer(s).

7.2 The following factors will be utilized in the evaluation and award of this RFP.

7.2.1	Bill Rate (Attachment C)	50 points
7.2.2	Staffing Capabilities	25 points
7.2.3	Company Qualifications, Certification	15 points
7.2.4	Company Workshops for College	10 points
7.2.4	References (Attachment A)	<u>5 points</u>
	Total	<u>100 points</u>

The failure to respond, provide detailed information or to provide requested proposal elements may result in the reduction of points in the evaluation process or a complete disqualification of proposal.

In evaluating the responses to this RFP and in awarding any contract, the College will consider a number of factors, each listed below. This includes information submitted in compliance of this RFP, as well as

information obtained from references and/or interviews with the Proposers (if required), as indicated under each criteria.

- 7.3 **Result of Evaluation of Proposals:** Based upon the results, the Committee, at its sole discretion, may: 1) recommend award to the top ranked proposer; 2) may recommend award to more than one top ranked proposer; 3) may short-list the top ranked proposers (short-list number to be determined by the Committee) for further consideration and interviews; or, 4) may reject all proposals received. Committee members are not to be contacted during the proposal selection process.
- 7.4 **Proposal Clarification.** During the review of proposals, the Committee reserves the right to ask questions of a clarifying nature in order to obtain clarity on proposal elements submitted. However, proposers will not be allowed to enhance or alter their initial proposal and may only clarify existing proposal elements.
- 7.5 **Contract Negotiation.** In the event that an Agreement between the College and the selected proposer(s) is deemed necessary, at the sole discretion of the College, the Committee will begin negotiations with the top-ranked proposer or proposers if a multiple award is being considered. The Committee reserves the right to negotiate any term, condition, specification or price with the top-ranked proposer. In the event that mutually agreeable negotiations cannot be reached, the Committee may declare an impasse and begin to negotiate with the next ranked proposer. The committee may continue this process until final agreement can be reached with a proposer or until the committee recommends rejection of all proposals received.

8.0 SPECIAL CONDITIONS

- 8.1 **Contract Term:** The purpose of this RFP is to establish a contract beginning **July 1, 2011**, or date of award or whichever is later and continuing **through June 30, 2013**, for a period of two (2) years, with an option for three more. However, if necessary and in the best interests of Pensacola State College, the term of the contract may, by mutual agreement between the College and the successful proposer, upon final College approval, be extended beyond the expiration date of the initial contract period or final renewal period. The Board of Trustees, through its Purchasing Department, will, if considering renewing, request a letter of intent to renew from each successful proposer(s), prior to the end of the current contract period. The successful proposer will be notified when the recommendation has been acted upon by the College. All prices shall be firm for the initial term of the contract as indicated in 4.11. The successful proposer(s) agrees to this condition by signing its proposal.
- 8.2 **Award of Contract.** The College reserves the right to award contract to a single proposer, to multiple proposers, or to include an award that designates one or more alternates.
- 8.3 **Joint Ventures:** In the event multiple proposers submit a joint proposal in response to the RFP, a single proposer shall be identified as the Prime Proposer. If offering a joint proposal, Prime Proposer must include the name and address of all parties of the joint proposal. Prime Proposer shall provide all bonding and insurance requirements, execute any Contract, complete the **Required Response Form** shown herein, and have overall and complete accountability to resolve any dispute arising within this contract. Only a single contract with one proposer shall be acceptable. Prime Proposer responsibilities shall include, but not be limited to, performing of overall contract administration, preside over other proposers participating or present at College meetings, oversee preparation of reports and presentations, and file any notice of protest and final protest as described herein. Prime Proposer shall also prepare and present a consolidated

invoice(s) for services performed. The College shall issue only one check for each consolidated invoice to the Prime Proposer for services performed. Prime Proposer shall remain responsible for performing services associated with response to this RFP.

8.4 **Insurance Requirements:** Proof of the following insurance will be furnished by the successful proposer to the College by Certificate of Insurance within 10 days of notification by Pensacola State College. Such certificate must contain a provision for notification to the College 30 days in advance of any material change in coverage or cancellation. **Pensacola State College MUST be named as an additional insured under the General Liability policy.** The insurance information must be submitted on an insurance carrier's Certificate of Insurance.

8.4.1 General Liability Insurance with limits of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage; \$3,000,000 per aggregate.

8.4.2 Professional Liability insurance with limits of not less than \$1,000,000 per occurrence.

8.4.3 Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with this RFP, with bodily injury limits of liability of not less than \$1,000,000 per person; and \$1,000,000 per occurrence and property damage limits of not less than \$1,000,000.

8.4.4 Worker's Compensation in accordance with Chapter 440, Florida Statutes and Employer's Liability Insurance.

8.4.5 Must reference RFP # of this solicitation and must list Pensacola State College as Additional Insured, as follows: "Pensacola State College is additional insured with respect to General Liability (and Excess Liability if issued) in regards to the terms, conditions, and agreements of **RFP #17-2010/2011**, entitled **Temporary Employee Services** - from commencement date to six months after date of completion."

8.4.6 Must list Pensacola State College as Certificate Holder.

8.4.7 COLLEGE will not accept "Claims-Made" insurance policies.

The insurance policies shall be issued by companies qualified to do business in the State of Florida and grant Pensacola State College thirty days of advanced written notice of a cancellation, expiration or any material change in the specified coverage. All policies must remain in effect during the performance of the contract.

Prior to the commencement of any work the successful proposer must provide College Purchasing Department with a Certificate of Insurance which is evidence of the above coverage and with College named as an additional insured.

8.5 **Contract Administration:** The responsibility and authority for the administration of this contract shall be Gean Ann Emond, Vice President for Business Affairs, Pensacola State College, hereinafter referred to in this proposal as Campus Representative. The remaining portion of the contract will be administered through the Purchasing Department. The College reserves the right to solicit the required services from other sources when the contractor is unable to fulfill the obligation as listed in these documents. The successful contractor will be required to appoint one or more primary account representatives to work with the College in the administration of this contract. In the event this representative does not meet the College's requirements, a replacement will be assigned as soon as possible.

8.6 **Licensing:** The successful proposer will be responsible for obtaining and paying for all necessary licenses and permits, providing copies to College representative. The successful proposer will maintain all appropriate licenses and permits specified by Escambia County and any

appropriate agency of State of Florida and shall provide copies of these licenses to the College upon request. Failure to maintain required licenses shall be cause for termination.

- 8.8 **Site Visits/Inspections:** The College reserves the right to conduct a site visit to any of the proposer's place(s) of business if it is deemed necessary.

9.0 GENERAL CONDITIONS

- 9.1 **Extension:** In addition to any renewal options contained herein, **Pensacola State College** is granted the right to extend any award resulting from this RFP for the period of time necessary for the College to release, award and implement a replacement RFP for the goods, products and/or services provided through this RFP. Such extension shall be upon the same prices, terms and conditions as existing at the time of the College's exercise of this extension right. The period of any extension under this provision shall not be for a period in excess of six months from (a) the termination date of a contract entered into as a result of this RFP or (b) the termination date under any applicable period of renewal under a contract entered into as a result of this RFP.
- 9.2 **Irrevocability of Proposal:** A proposal may not be withdrawn before the expiration of 90 days from the date of proposal opening.
- 9.3 **Information Not In RFP:** No verbal or written information which is obtained other than by information in this document or Addenda to this Request for Proposal shall be binding on the College.
- 9.4 **Proposal Public Record:** Proposer acknowledges that all information contained within their proposal is part of the public domain as defined by the State of Florida Sunshine and Public Record Laws.
- 9.5 **Nonconformance to Contract Conditions:** Services offered must be in compliance with RFP conditions and specifications and any resulting agreement at all times. Services not conforming to RFP conditions, specifications or time frames may be terminated at proposer(s) expense and acquired on the open market. Any increase in cost may be charged against the proposer. Any violation of these stipulations may also result in:
- 9.5.1 For a period of two years, any RFP submitted by proposer will not be considered and will not be recommended for award.
- 9.5.2 All departments being advised not to do business with proposer.
- 9.6 **Governing Law:** This RFP, and any award(s) resulting from this RFP, shall be governed by and construed under the laws of the State of Florida and must have venue established in Escambia County, Florida.
- 9.7 **Legal Requirements:** Federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the goods or services covered herein apply. Lack of knowledge by the proposer will in no way be a cause for relief from responsibility.
- 9.8 **Advertising:** In submitting an RFP, proposer agrees not to use the results there from as a part of any commercial advertising without prior written approval of the **College**.

- 9.9 **Payment:** A purchase order will be released after award by the **College** for any services to be performed as a result of the RFP. Payment will be provided after services are in compliance with all the conditions of this RFP.
- 9.10 **Expenditure:** No guarantee is given or implied as to the total dollar value or work as a result of this RFP. The **College** is not obligated to place any order for services performed with any successful proposer(s) as a result of this award. Order placement will be based upon the needs and in the best interest of the **College**.
- 9.11 **Conflict Of Interest:** The award of this RFP is subject to the provisions of Chapter 112, Florida Statutes, as currently enacted or as amended from time to time. All proposers must disclose with their proposal the name of any officer, director or agent who is also an employee of the **College**. All proposers must disclose with their proposal the name of any officer, director, employee or agent who is also an employee of the College or an immediate family member of an employee of the **College**.
- 9.12 **Patents/Intellectual Rights And Royalties:** The proposer, without exception, shall indemnify and save harmless the **College** and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the **College**. If the proposer uses any design, device, or materials covered by letters, patent, or copyright or other intellectual rights, it is mutually understood and agreed without exception that the RFP prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.
- 9.13 **Disputes:** In the event of a conflict between the documents, the order of priority of the documents shall be as follows:
- Any agreement resulting from the award of this RFP (if applicable); then
 - Addenda released for this RFP, with the latest Addendum taking precedence; then
 - the RFP; then
 - Proposer's response.

In case of any other doubt or difference of opinion, the decision of the **College** shall be final and binding on both parties.

- 9.14 **Anti-Discrimination:** The Proposer certifies that he or she is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin. The College prohibits any policy or procedure which results in discrimination on the basis of age, race, color, disability, gender, national origin, marital status, religion, veteran status, or sexual orientation. The College is dedicated to the concept of equal opportunity and will not discriminate on the basis of race, color, age, national origin, religion, gender, marital status, disability, veteran status, sexual orientation, or any such factor in its employment practices or in the admission and treatment of students.
- 9.15 **Liability, Insurance, Licenses and Permits:** Proposer agrees to The Indemnification Provision stated herein and will assume the full duty obligation and expense of obtaining all necessary licenses, permits and insurance. The proposer shall be liable for any damages or loss to the College occasioned by negligence of the proposer (or agent) or any person the proposer has designated in the completion of the contract.

- 9.16 **Billing Instructions and Payment:** Invoices, unless otherwise indicated, must show purchase order numbers and shall be submitted in duplicate to the Accounts Payable Department of Pensacola State College, 1000 College Blvd., Pensacola, Florida 32504 or emailed to accountspayable@pensacolastate.edu. Payment will be made a minimum of 30 days after delivery, authorized inspection and acceptance.
- 9.17 **RFP Abstracts:** Proposers desiring a copy of RFP tabulation may request same by enclosing a self-addressed, stamped envelope with proposal.
- 9.18 **Public Entity Crimes:** Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that 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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit a proposal on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO [currently \$35,000] for a period of 36 months from the date of being placed on the convicted vendor list. Your signature on the proposal price sheet certifies that your Proposer has not committed any public entity crimes as specified.
- 9.19 **Protesting of RFP Conditions/Specifications:** Any person desiring to protest the conditions/specifications in this RFP, or any Addenda subsequently released thereto, shall file a notice of protest, in writing, within 72 consecutive hours after the receipt of the RFP or Addenda and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. The time provided for filing a notice of protest shall be based upon whenever a person receives this RFP, or any Addenda released thereto. Receipt of a copy of this RFP, or any Addenda released thereto, which is received in accordance with Chapter 119, Florida Statutes, or College Policy, as currently enacted or as amended from time to time, shall not be used as a basis for filing a notice of protest as described herein. Saturdays, Sundays, legal holidays or days during which the College administration is closed, shall be excluded in the computation of the 72 consecutive hours. If the tenth calendar day falls on a Saturday, Sunday, legal holiday or days during which the College administration is closed, the formal written protest must be received on or before 5:00 p.m. of the next calendar day that is not a Saturday, Sunday, legal holiday or days during which the College administration is closed. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that “**The formal written protest shall state with particularity the facts and law upon which the protest is based**”.

NOTE: Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Notices of protest, formal written protests, and the required bonds, shall be filed at the office of the Purchasing Director, 1000 College Boulevard, Pensacola, Florida 32504. Fax filing will not be acceptable for the filing of bonds.

- 9.20 **Posting of RFP Recommendations/Tabulations:** RFP Recommendations and Tabulations will be posted in the Purchasing Department and online at <http://www.pensacolastate.edu/visitors/vendors/currtabs.aspx> and will remain posted for 72 consecutive hours. Any change to the date and time established herein for posting of RFP Recommendations/Tabulations shall be posted in the Purchasing Department and/or <http://www.pensacolastate.edu/visitors/vendors/currtabs.aspx> (under the document section for this RFP). In the event the date and time of the posting of RFP Recommendations/Tabulations is

changed, it is the responsibility of each proposer to ascertain the revised date of the posting of RFP Recommendations/Tabulations. Any person desiring to protest the intended decision shall file a notice of protest, in writing, within 72 consecutive hours after the posting of the RFP tabulation (or receipt of written notice of intended decision) and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. A written notice of intended decision shall only apply when the Purchasing Department gives notice of an intended decision about this RFP. A written notice of intended decision received in accordance with Chapter 119, Florida Statutes, or College Policy, as currently enacted or as amended from time to time, shall not be used as a basis for filing a notice of protest as described herein. Saturdays, Sundays, legal holidays and days during which the College administration is closed shall be excluded in the computation of the 72 consecutive hours. If the tenth calendar day falls on a Saturday, Sunday, legal holiday or days during which the college administration is closed, the formal written protest must be received on or before 5:00 p.m. of the next calendar day that is not a Saturday or Sunday, legal holiday or days during which the College administration is closed. No submissions made after the proposal opening amending or supplementing the proposal shall be considered. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based". Any person who files an action protesting an intended decision shall post with the College, at the time of filing the formal written protect, a bond, payable to Pensacola State College, in an amount equal to one percent (1%) of the College's estimate of the total volume of the contract. The College shall provide the estimated contract amount to the vendor within 72 hours, excluding Saturdays, Sundays and other days during which the College administration is closed, of receipt of notice of intent to protest. The estimated contract amount shall be established on the award recommendation as the "contract award amount". The estimated contract amount is not subject to protest pursuant to Section 120.57(3), Florida Statutes. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protestant in an Administrative Hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the College may accept a cashier's check, official bank check or money order in the amount of the bond. If, after completion of the Administrative Hearing process and any appellate court proceedings, the College prevails, and then the College shall recover all costs and charges which shall be included in the Final Order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protestant, the bond shall be returned. If the protestant prevails, then the protestant shall recover from the College all costs and charges which shall be included in the Final Order or judgment, excluding attorney's fees.

NOTE: Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Notices of protest, formal written protests, and the required bonds, shall be filed at the office of the Purchasing Director, 1000 College Blvd., Pensacola, Florida 32504. Fax filing will not be acceptable for the filing of bonds.

9.21 **Use of Other Contracts:** Pensacola State College reserves the right to utilize any other College contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, other College, other community college/college/state university system cooperative agreements, or to directly negotiate/purchase per College policy and/or State Board Rule, as currently enacted or as amended from time to time, in lieu of any offer received or award made as a result of this RFP if it is in its best interest to do so.

9.22 **Purchasing Agreements with other Public Agencies:**

The submission of any proposals in response to this RFP also constitutes a proposal made under the same terms and conditions, for the same contract price, and for the same effective period as this proposal, to other public agencies within Florida, should the proposer feel it is in their best interest to do so. This in no way restricts or interferes with the right of any public agency to re-bid any or all items. Should a public entity desire to utilize the awarded contract, and make an award thereof, the entity shall do so independently of the College, shall be responsible for its own purchases, shall be liable only for materials and/or services ordered and received by it and does not assume any liability by virtue of this proposal.

- 9.23 **Subcontracting And Assignment:** Neither any award of this RFP nor any interest in any award of this RFP may be subcontracted, assigned, transferred or encumbered by any party without the prior written consent of the College.
- 9.24 **Cancellation:** In the event any of the provisions of this RFP are violated by the proposer, the College shall give written notice to the proposer stating the deficiencies and unless deficiencies are corrected within five days, recommendation will be made to the College for immediate cancellation. The College reserves the right to terminate any contract resulting from this RFP at any time and for no reason, upon giving 30 days prior written notice to the other party.
- 9.25 **Indemnification:**
- 9.25.1 **The College:** The College agrees to be fully responsible for its acts of negligence or its agents' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. Nothing herein is intended to serve as a waiver of sovereign immunity by the College. Nothing herein shall be construed as consent by the College to be sued by third parties in any matter arising out of any contract.
- 9.25.2 **By Successful Proposer:** Successful proposer agrees to indemnify, hold harmless and defend the College, its agents, servants and employees from any and all claims, judgments, costs and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which the College, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by the successful Proposer, its agents, servants or employees; the equipment of the successful Proposer, its agents, servants or employees while such equipment is on premises owned or controlled by the College; or the negligence of successful Proposer or the negligence of Proposer's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including the College's property, and injury or death of any person whether employed by the successful Proposer, the College or otherwise.
- 9.26 **RFP and Addenda:** It is the sole responsibility of the Proposer to assure it has received the entire RFP package and any and all Addendum. No submissions made after the proposal opening, amending or supplementing the proposal shall be considered.
- 9.27 **Availability of Funds:** The obligations of the College under this award are subject to availability of funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.

- 9.28 **Contact After Proposer's Submittal (Cone Of Silence):** Any proposer or a lobbyist for a proposer is prohibited from having any communication concerning this RFP or any response with any member of the College Board of Trustees, the College President, any Evaluation Committee Member or any other College employee after the submittal of their proposal and prior to the contract being awarded with the exception of communications with the office of the Purchasing Director, unless so notified by the Purchasing Director. A proposal from any Proposer will be disqualified when the proposer or a lobbyist for the proposer violates this condition of the RFP. No verbal or written information which is obtained other than by information in this document or by Addenda to this RFP shall be binding on the College.
- 9.29 **Gratuities:** Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the College; including any College Board of Trustee Member, College President or any Evaluation Committee Members, for the purpose of influencing consideration of this proposal.
- 9.30 **Preparation Cost Of Proposal:** Proposer is solely responsible for any and all costs associated with responding to this RFP. The College will not reimburse any proposer for any costs associated with the preparation and submittal of any proposal, or for any travel and per diem costs that are incurred by any proposer.
- 9.31 **Acceptance and Rejection of Proposals:**
- 9.31.1 **Acceptance:** All proposals properly completed and submitted will be considered by the College. However, the College reserves the right to request additional information, reject any or all proposals that do not meet all mandatory requirements, or any or all proposals may be rejected when there are sound, documented business reasons that serve the best interest of the College.
- 9.31.2 The College also reserves the right to waive irregularities in any proposal received if such action is in the best interest of the College. However, such a waiver shall in no way modify the RFP requirements or excuse the proposer from full compliance with the RFP specifications and other contract requirements if the proposer is awarded the contract.
- 9.31.3 **Rejection:** A proposal may be rejected if it does not conform to the rules or the requirements contained in this RFP. Examples for rejection include, but are not limited to, the following:
- 9.31.3.1 The proposal is time-stamped at the Purchasing Department after the deadline specified in the RFP.
- 9.31.3.2 Failure to execute and return enclosed original **Required Response Form** as defined in Section 1.0.
- 9.31.3.3 Proof of collusion among proposers, in which case all suspected proposals involved in the alleged collusive action shall be rejected, and any participants to such collusion shall be barred from future procurement opportunities until reinstated.
- 9.31.3.4 The proposal shows non-compliance with applicable laws or contains any unauthorized additions or deletions, is a conditional proposal, is an incomplete proposal, or contains irregularities of any kind which make the proposal incomplete, indefinite, or ambiguous as to its meaning.

9.31.3.5 The proposer adds provisions reserving the right to accept or reject an award or to enter into a contract pursuant to an award or adds provisions contrary to those in the RFP.

- 9.32 **Withdrawal of RFP:** In the best interest of **Pensacola State College**, the **College** reserves the right to withdraw this RFP at any time prior to the time and date specified for the proposal opening.
- 9.33 **Default and Venue:** In the event of a default on this contract, the defaulting party shall pay all attorney's fees and court costs incurred by the non-defaulting party, at both the trial and appellate levels, in any action brought to enforce and collect damages arising from the default. Any action by the non-defaulting party to enforce this contract shall be instituted and prosecuted in the court having jurisdiction in Escambia County, Florida, and the defaulting party waives venue in any other jurisdiction.
- 9.34 **Tort Immunity:** The College hereby reserves to itself any and all tort immunity as provided to it by the laws of the State of Florida. It is hereby agreed that the College's liability is limited to the extent permitted by the Florida Constitution and Florida Statute 768.28 or any amendments thereto. Any and all such liability shall be limited to and shall not exceed amount of insurance coverage applicable to such an agreement provided to the College through the Florida Community College Risk Management Consortium. Nothing contained in this document is intended to serve as a waiver of sovereign immunity by any agency to which sovereign immunity applies.
- 9.35 **Taxes and Permits:** Although the College is not subject to the Florida Sales and Use Tax, any contractor who purchases materials which will be used in a State owned building will not be exempted from the Florida Statute referencing sales and use tax:

The State, any county, municipality or political subdivision of this State is exempt from the sales tax, except this exemption shall not include sales of tangible personal property made to contractors employed either directly or as agents of any such government or political subdivision thereof when such tangible personal property goes into or becomes a part of public works owned by such government or political subdivision thereof.

The owner is not subject to:

- a. Federal excise taxes on materials or appliances that are incorporated into and become a part of the completed improvement.
- b. Federal tax on transportation of property.
- c. Cost of Municipal Building Permits.

Sales and rental tax payments to the State of Florida are the responsibility of the successful proposer. The successful proposer must provide documentation to the State. Proposers by virtue of submitting a proposal agree to this condition.

- 9.36 **Drug Free Workplace Certification (F.S. 287.087):** By submitting this bid or RFP, Proposer certifies that this Proposer complies fully with the above requirements.
- 9.37 **Assignment Of Antitrust Claims:** For and in recognition of good and valuable consideration, receipt of which is hereby acknowledged, proposing Proposer hereby conveys, sells, assigns and transfers to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Florida for price

fixing, relating to the particular goods or services purchased or acquired by the State of Florida pursuant to this solicitation.

- 9.38 **Financial Capacity/Ability to Perform Contract.** A “financial capacity” or “financial ability to perform contract” evaluation may or may not be included in the initial evaluation of proposals for possible short listing. However, if it is necessary to serve the best interests of **Pensacola State College** during the RFP process, and in order to properly evaluate the proposer’s financial capacity and/or ability to perform contract, the College reserves the right to request all proposers submit Dun & Bradstreet’s Duns Number (D-U-N-S #) after proposals are submitted. The College may request one or more D&B reports to assess the proposer’s financial capacity or may request other information (e.g., audited financial statements) after proposal submittal in order to properly assess financial capacity of proposer.

- 9.39 **Attorney’s Fees:**
In the event the proposer breaches the contract between the proposer and the College or the specifications of this RFP, and the College is required to take legal action to resolve the breach, or to recover any monies which may be due hereunder, then, and in those events, the proposer shall pay all costs for such legal action or collection, including reasonable attorney’s fees, court costs, discovery costs and any other costs related to this action.

- 9.40 **Reasonable Accommodations:** Any person(s) requiring reasonable accommodations, in accordance with the provisions of the Americans with Disabilities Act, for attendance at the scheduled proposal opening, shall contact the Purchasing Office at least 72 hours in advance of the schedule proposal opening deadline, as indicated in this proposal (see Page 1).

REFERENCES

1. _____ PROPOSER OR ENTITY
_____ CONTACT PERSON
_____ ADDRESS
_____ DATE/TERM of CONTRACT
_____ TELEPHONE NUMBER
_____ NUMBER EMPLOYEES PLACED

2. _____ PROPOSER OR ENTITY
_____ CONTACT PERSON
_____ ADDRESS
_____ DATE/TERM of CONTRACT
_____ TELEPHONE NUMBER
_____ NUMBER EMPLOYEES PLACED

3. _____ PROPOSER OR ENTITY
_____ CONTACT PERSON
_____ ADDRESS
_____ DATE/TERM of CONTRACT
_____ TELEPHONE NUMBER
_____ NUMBER EMPLOYEES PLACED

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ Exempt payee
 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 Line 1 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.

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

Social security number : : :
or
Employer identification number : : :

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- 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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- 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.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Proposed 2011-2012 Temporary Employee Rates and Job Descriptions

Please indicate proposed pay and billing rates for each job classification, it is understood that this pricing shall remain firm as per the above specifications, for the period July 01, 2011 through June 30, 2012. *Note: Proposed rates are per job classification and as such are to remain constant for that classification. No increase in billing rates will be considered due to an applicant or incumbent's increased job qualifications. Billing rates are per category not per individual.

2011 – 2012 Temporary Employee Rates and Job Classification

	Job Title/Description	Pay Rate	Bill Rate
1	Office Clerk		
2	Senior Office Clerk		
3	Switchboard Operator		
4	Secretary		
5	Senior Secretary		
6	Technical/Paraprofessional – Level I		
7	Technical/Paraprofessional – Level II		
8	Technical/Paraprofessional – Level III		
9	Computer Lab Assistant/AV Specialist I		
10	Computer Lab Assistant/AV Specialist II		
11	Computer Service Specialist I		
12	Computer Service Specialist II		
13	HTML Programmer		
14	WEB Designer/Developer		
15	Professional - Level I		
16	Professional – Level II		
17	Academic/Career Advisor/Librarians		
18	Gymnastics Coach Level I		
19	Gymnastics Coach Level II		
20	Gymnastics Coach Level III		
21	Gymnastics Coach Level IV		
22	Gymnastics Coach Level V		
23	Gymnastics Coach Level VI		

	Job Title/Description	Pay Rate	Bill Rate
24	Lifeguard Level I		
25	Lifeguard Level II		
26	Lifeguard Level III		
27	Lifeguard Level IV		
28	Model (Clothed)		
29	Model (Nude)		
30	Proctor/Testing		
31	Room Supervisor/Testing		
32	Junior Groundskeeper – Unskilled – Level I		
33	Groundskeeper – Semi-skilled, Experienced – Level 2		
34	Laborer/Material Handler		
35	Day Custodian		
36	Skilled, Semi-skilled – No license		
37	Skilled, Semi-skilled – Kitchen help		
38	Skilled, Semi-skilled – Journeyman’s License		
39	Theatre Tech I		
40	Theatre Tech II		
41	Kids College Director		
42	Kids College Student Assistant		
43	Kids College Assistant		
44	Lab Tutor I		
45	Tutor Manager		
46	Green House Technician		
47	Sign / Interpreter I		
48	Sign / Interpreter II		
49	Publications / Development Specialist		
50	Construction Assistant I		
51	Construction Assistant II		
52	Academic / Career Advisor – B.A. Degree		
53	Job Developer		

54	Lead Job Developer		
55	Case Manager		
56	Lead Case Manager		
57	Theatre Designer		
58	Lab Facilitator		
59	Dental Assistant		
60	Sign Interpreter Trainee		
61	Data Entry Assistant		
62	Computer Operation Technician		
63	Sr. Computer Operation Technician		
64	Computer Programmer		
65	Computer Systems Analyst		
66	Sr. Computer Systems Analyst		
67	Culinary Assistant		
68	TV Production / Promo Assistant		
69	TV Producer / Director		
70	Peer / Mentor – Tutor		
71	Lab Manager		
72	Program Instructor		
73	Cosmetology Technician		
74	Computer Service Specialist I		
75	Computer Service Specialist II		
76	Computer Lab Assistant / AV Specialist I		
77	Computer Lab Assistant / AV Specialist II		
78	Asst. Coordinator of Basketball Oper.		
79	Lab Tutor II		
80	Lab Tutor III		
81	Lab Tutor IV		
82	Women's Basketball Asst/Coach		
83	Workshop Presenter		
84	Health Science Learning Center Assistant I		

85	Test Administrator		
86	Health Science Learning Center Assistant II		
87	ESOL Coordinator		
88	Public Safety/Security Office		
89	Cosmetology Salon Receptionist		
90	AutoCAD Lab Manager		
91	Simulation Tech		
92	Network Administrator		
93	Senior Writer, Social Media Strategist		
94	Acting Criminal Justice Coordinator		

JOB DESCRIPTIONS

1. **Office Clerk** – Performs a variety of standardized clerical duties including, but not limited to, processing various office materials, maintaining files and records, copying (including duplexing, text, and standard), faxing, and answering and routing calls. Minimum requirements: graduation from high school or GED equivalency.
2. **Senior Office Clerk** – Performs a variety of departmental clerical functions under general directions including, but not limited to, providing assistance in assimilating data, preparing reports, maintaining files, and processing a variety of instruction or operational forms. Performs routine typing and data entry duties. Minimum requirements: graduation from high school or GED equivalency, one (1) year experience.
3. **Switchboard Operator** – Operates switchboard unit to relay a high volume of incoming, outgoing, and interoffice calls. Supplies information to callers in a professional manner. May receive visitors, directing each to appropriate destination. May perform routine clerical duties as requested. Minimum requirements: graduation from high school or GED equivalency and six (6) month work experience.
4. **Secretary** - Performs a variety of specialized departmental clerical and secretarial functions under general directions. Functions may include, but are not limited to, compiling and editing memos and reports, maintaining files and records, and processing a variety of instructional or operational forms. In addition, duties may include preparing and proofing letters, fax messages, e-mails and other form of correspondence. Minimum requirements: graduation from high school or GED equivalency, twelve (12) months work experience, word processing and/or spreadsheet software skills proficiency.
5. **Senior Secretary** – Performs a variety of specialized departmental clerical and secretarial functions under general directions. Functions may include, but are not limited to, compiling and editing memos and reports, maintaining files and records, and processing a variety of instructional or operational forms. In addition, duties may include preparing and proofing letters, fax messages, e-mails and other forms of correspondence. Minimum requirements: graduation from high school or GED equivalency, twenty-four (24) months work experience, advanced word processing and/or spreadsheet software skills proficiency. Must possess ability to work in high level, professional office that may include confidential information.
6. **Technical/Paraprofessional – Level I** – Technical work requiring a special license or certification and/or varying levels of education or experience in a technical field. This classification includes accounting clerks, bus drivers, tutors, recruiters, graphic artists, teacher's aides, computer operators, laboratory technicians, electronic technicians, television technicians, braillists, public service officers, etc. Minimum requirements: A.S. or Technical Certification and/or technical experience.
7. **Technical/Paraprofessional - Level II** – Technical work requiring a special license or certification and/or varying levels of education or experience in a technical field. This classification includes accounting clerks, bus drivers, tutors, recruiters, graphic artist, teacher's aides, computer operators, laboratory technicians, electronic technicians, television technicians, braillists, public service officers, etc. Minimum requirements: A.S. or Technical Certification and/or minimum two (2) years experience.

8. **Technical/Paraprofessional – Level III** – Technical work requiring a special license or certification and/or varying levels of education or experience in a technical field. This classification includes accounting clerks, bus drivers, tutors, recruiters, graphic artists, teacher's aides, computer operators, laboratory technicians, electronic technicians, television technicians, brailleists, public service officers, etc. Minimum requirements: A.S. or Technical Certification and/or more than two (2) years experience.
9. **Computer Lab Assistant/AV Specialist I** – Provides assistance to students and faculty in utilizing various software products, troubleshooting computer and/or audio visual systems in computer labs and classrooms, and configuring and installing new software and hardware platforms. Responsibilities include but are not limited to technical work that involves installation, configuration and troubleshooting of computer and/or audiovisual systems. Minimum requirements: Graduation from high school or GED equivalency, individual should have completed various and required special training and /or varying levels of education of experience in a computer field and less than on (1) year computer related experience.
10. **Computer Lab Assistant/AV Specialist II** – Provides assistance to students and faculty in utilizing various software products, troubleshooting computer and/or audio visual systems in computer labs and classrooms, and configuring and installing new software and hardware platforms. Responsibilities include but are not limited to technical work that involves installation, configuration and troubleshooting of computer and/or audiovisual systems. Minimum requirements: Graduation from high school or GED equivalency, individual shall be certified in the repair of computers and computer networking, two (2) years computer related experience and training can substitute on a year by year basis.
11. **Computer Service Specialist I** – Technical work requiring special training and/or varying levels of education or experience in a computer field. Must have the ability to lift and carry computer equipment and follow directions. Minimum requirements: One (1) year experience/training in field service/troubleshooting computer equipment.
12. **Computer Service Specialist II** – Technical work requiring advanced training and/or experience in a computer field. Must have the ability to lift and carry computer equipment and follow directions. Minimum requirements: A+ Certification and two (2) year experience in the field service/troubleshooting computer equipment.
13. **HTML Programmer** – Technical work requiring special skills and training relating to the maintenance of web pages. Minimum requirement: Experience programming web pages with HTML. Additional knowledge of web related development tools a plus.
14. **WEB Designer/Developer** – Technical work requiring special skills and training relating to the development and design of web pages. Minimum Requirements: Experience with HTML programming, web page design, PhotoShop, web design tools and web related protocols.
15. **Professional – Level I** – Professional work usually requiring state license and/or special training or testing to meet required professional or registration standards for the occupation. Examples: accountants, systems analysts, counselors, librarians, instruction laboratory assistants, program/project specialist. Minimum requirements: a four-year degree and special training with less than two (2) years experience.
16. **Professional – Level II** – Professional work usually requiring state license and/or special training or testing to meet required professional or registration standards for the occupation. Examples: accountants, systems analysts, counselors, librarians, instruction laboratory assistants,

- program/project specialist. Minimum requirements: a four-year degree and special training with more than two (2) years experience.
17. **Academic/Career Advisor/Librarians** – M.A. Degree
 18. **Gymnastics Coach Level I** – USAG Instructor member, CPR certified, First Aid certified. Less than two (2) years coaching experience required.
 19. **Gymnastics Coach Level II** -USAG Instructor member, CPR certified, First Aid certified. More than two (2) years coaching experience required.
 20. **Gymnastics Coach Level III** – USAG Instructor member, USAG Safety certified, CPR certified, First Aid certified. More than two (2) years coaching experience required.
 21. **Gymnastics Coach Level IV** – USAG Professional member, CPR certified, First Aid certified. More than five (5) years coaching experience required.
 22. **Gymnastics Coach Level V** – USAG Professional member, CPR certified, First Aid certified. More than seven (7) years coaching experience required.
 23. **Gymnastics Coach Level VI** – USAG Professional member, CPR certified, First Aid certified. More than ten (10) years coaching experience required.
 24. **Lifeguard Level I** – ARC Lifeguard certification, CPRPR (for the professional rescuer. No experience necessary.
 25. **Lifeguard Level II** – ARC Lifeguard certification, CPRPR (for the professional rescuer). One (1) year experience required.
 26. **Lifeguard Level III** – ARC Lifeguard certification, CPRPR (for the professional rescuer), ARC certification in AED and oxygen administration. Two (2) years experience required.
 27. **Lifeguard Level IV** – ARC Lifeguard certification, CPRPR (for the professional rescuer), ARC certification in AED and oxygen administration, certified in disease transmission prevention and/or ARC Lifeguard Instructor certification or lifeguard administrative experience. Three (3) years experience required.
 28. **Model** – (Clothed)
 29. **Model** – (nude)
 30. **Proctor/Testing** – The function of a proctor in the district testing office involves a variety of responsibilities that include superior customer service, test administrations according to PENSACOLA STATE policies and procedures, state and national guidelines and best practices.
 31. **Room Supervisor/Testing** – The function of a room supervisor in the district testing office involves a variety of responsibilities that include superior customer service, public relations skills, test administration, and cross training of personnel to ensure students at Pensacola State are served appropriately.
 32. **Junior Groundskeeper – Unskilled - Level 1:** No prior experience or training in grounds maintenance. Must be able to do manual labor and to follow oral instructions. Must be able to work in a college environment.
 33. **Groundskeeper – Semi-Skilled, Experienced – Level 2:** One year experience in landscape and grounds maintenance. Must be able to operate small hand equipment. Must be able to follow oral and written instructions and able to work and adapt to the college environment and work task scheduling.
 34. **Laborer/Material Handler** – Performs a variety of functions in the Material Handling area including moving furniture and equipment, setting up for events, and collecting and disposing of trash and excess material.

35. **Day Custodian** – Performs a variety of custodial and general housekeeping duties involving the care, cleaning and stocking of supplies in college buildings, offices and laboratory units.
36. **Skilled, Semi-Skilled** – No license, apprenticeship experience required. Skilled and Semi-Skilled to include, but not limited to, painters, plumbers and electricians.
37. **Skilled, Semi-Skilled** – Kitchen Help.
38. **Skilled, Semi-Skilled** – Journeyman's License. Skilled and Semi-Skilled to include, but not limited to, painters, plumbers and electricians.
39. **Theatre Tech I** – Students or unskilled labor used in set-ups and strike requirements for events at PENSACOLA STATE. Familiarity with tools, and performance needs required.
40. **Theatre Tech II** – Skilled workers with experience in Sound reinforcement, Lighting control programming, rigging and fly system controls. Welding or specialty construction (i.e. scenic paint, prop construction, tasks specific needs require experience infield.)
41. **Kids College Director** – This position runs a portion of the Kids college program. They handle discipline, check-in, check-out, transportation, etc. They must have credentials to drive a school bus and be employed by the Escambia county School District as a public school teacher.
42. **Kids College Student Assistant** – This position helps get students to and from classes and monitors the students during lunch.
43. **Kids College Assistant** – This position verifies identity and authorization of each individual checking out a Kids College student. They also sign each child in/out and maintain the emergency/contact forms.
44. **Lab Tutor I** – This position provides clerical support to the Tutor Lab working with students that come to the lab for assistance. This position is in charge of the lab when Pensacola State full time personnel are out.
45. **Tutor Manager** – Provides support for multiple labs and works with students that come to the labs for assistance. This position is in charge of multiple labs in the absence of Pensacola State full time personnel. Bachelor's degree required.
46. **Green House Technician** – Provides horticulture work in the greenhouse on the Milton Campus
47. **Sign / Interpreter I** – Provide interpreter services for students in the classroom. State level credentials are required.
48. **Sign / Interpreter II** – Provide interpreter services for students in the classroom. National level credentials are required.
49. **Publications / Development Specialist** – This position performs specific publication/promotion work for PENSACOLA STATE departments. (Writer, Copy Editor, community Awareness Events)
50. **Construction Assistant I** – Six months or more experience in the construction industry, a valid Florida drivers license and a high school diploma or equivalent. Provides assistance to students and faculty in the utilization or various construction tools and skills: carpentry, electrical, plumbing, etc. Responsible for daily checks, safety, good order and inventory control. Proctors and evaluates written and hands on test and examinations. Performs construction demonstrations as directed by the instructor. Assists the instructor and supervises students as directed. Is responsible for daily site preparation by issuing tools, conducting inventories and checking equipment. Will be required to drive a van or truck pulling a trailer.
51. **Construction Assistant II** – One year or more experience in the construction industry, a valid Florida driver's license and a high school diploma or equivalent. Provides assistance to students and faculty in the utilization or various construction tools and skills: carpentry, electrical, plumbing, etc. Responsible for daily checks, safety, good order and inventory control. Proctors

- and evaluates written and hands on test and examinations. Performs construction demonstrations as directed by the instructor. Assists the instructor and supervises students as directed. Is responsible for daily site preparation by issuing tools, conducting inventories and checking equipment. Will be required to drive a van or truck pulling a trailer.
52. **Academic / Career Advisor – B.A. Degree** – Duties include academic advisement for current and prospective students to include: developmental advising for students who are unclear concerning academic goals, assisting students with career planning and choice of college curriculum, providing appropriate referrals for students needing additional academic or student services. Other related duties: assisting with the front desk, answering phones, assisting with the AskPensacolaState website, and involvement with district wide college events require assistance with advising. Appropriate candidates must also possess excellent oral and written communication skills, customer service skills and a familiarity with general office and computer equipment.
 53. **Job Developer** – Develop job sites; assist customers with job applications; provide job skills workshops and techniques; promote center resources; assist employers with job openings; assist customers with using centers resources. Requires BS/BA degree. Business experience may be substituted on a year by year basis for coursework.
 54. **Lead Job Developer** – Performs duties listed above; maintains reports and supervise job developers. Requires Masters Degree. Business experience may be substituted on a year by year basis for coursework.
 55. **Case Manager** – Assists clients with self sufficiency development; provide resources for clients as needed; maintain state mandated guidelines in developing plans for client's ongoing development. Assist clients in maintaining employment and/or school as activity in accordance with state policy. Provide counseling and other tools to problem solve and resolve client's barriers to self sufficiency. Requires BS/BA degree. Business experience may be substituted on a year by year basis for coursework.
 56. **Lead Case Manager** – Performs duties listed above; maintains reports and supervise case managers. Requires Masters Degree or equivalent years of special population experience.
 57. **Theatre Designer** – Skilled theatre designers for stage presentation needs in order to create and design plots for Lights, Sound, Scenery, Costumes, and or props, Choreography, Director for Music Vocal or Movement. Create, execute, and adjust and install requirements of artistic or technical director for Pensacola State Theatre.
 58. **Lab Facilitator** – Provides assistance to students, faculty, and others in the utilization of the resources and services available in the Health Occupations Learning Labs. Maintains an accessible, supportive environment in the learning Labs. Under the supervision of a Master's-prepared nurse, promotes lab utilization by assisting students during scheduled Open Lab sessions, leading workshops, evaluating student performance, and preparing supplies and equipment for scheduled lab sessions.
 59. **Dental Assistant** – Answers phone, Schedules appointments, Accepts cancellations, Receives payment for treatment, Enters data into Quickbooks and Eaglesoft Dental Practice Software, Interacts with public, students and faculty.
 60. **Sign Interpreter Trainee** – Demonstrates advanced sign language skills and a working knowledge of professional ethics. Has completed at least 4 college credit classes in American Sign Language and is pursuing state and/or national credentials.

61. **Data Entry Assistant** – Must type a minimum of 30 words per minute and be proficient in Microsoft Word. Job duties include entering data into a computer system, operating office equipment, and customer service. Minimum education is a high school degree.
62. **Computer Operation Technician** – Computer operators manage the operation of computer hardware systems. They are often required to work with most types of computers, including minicomputers, mainframes, and networks of personal computers. Computer operators must maintain the computer hardware as well as solve any problems that occur. A computer operator's duties vary depending on the computer system.
63. **Sr. Computer Operation Technician** – Serves as a shift supervisor in the operation of EDP equipment in a large scale computer facility. They are responsible for planning and quality control; handling the most difficult applications and troubleshooting problems; reconfiguring hardware to prevent system failure and promote efficient data processing; and developing and implementing procedures and techniques necessary for efficient data processing.
64. **Computer Programmer** – Computer programmers write the step-by-step instructions that direct computers to process information. These instructions, or programs, tell the computer what to do in a series of logical steps. Programmers work on a wide range of projects.
65. **Computer Systems Analyst** – Computer Systems Analysts develop and maintain complex applications; analyze systems and specifications and recommend program structure and logic; conduct technical and financial studies for the design and justification of information technology systems. Like computer programmers, they write the step-by-step instructions that direct computers to process information. These instructions, or programs, tell the computer what to do in a series of logical steps. Programmers work on a wide range of projects.
66. **Sr. Computer Systems Analyst** – Senior Computer Systems Analyst acts as project or team leader in the enhancement and/or maintenance of computer applications. They also develop and maintain complex applications; analyze systems and specifications recommend program structure and logic; conduct technical and financial studies for the design and justification of information technology systems. And like computer programmers, they write the step-by-step instructions that direct computers to process information. These instructions, or programs, tell the computer what to do in a series of logical steps. Programmers work on a wide range of projects.
67. **Culinary Assistant** – Provides assistance to students and faculty in the commercial food production lab. Responsibilities include but not limited to preparation of necessary food items for classroom instruction and monitoring student learning activities with emphasis on safety and sanitation procedures.
68. **TV Production / Promo Assistant** – Designs, scripts and edits on-air promotional material; assists production Department with designing, scripting and editing on-air interstitial material and programs. Serves as studio camera operator and teleprompter operator as needed; assists WSRE Development and Traffic Departments in preparing and timing Pledge breaks and editing program material and feeds. Coordinates project completion with relevant departments.
69. **TV Producer / Director** – Provides advanced technical guidance and direction in the coordination of television programs, educational telecommunications materials, fund drives, and other on-air and web television elements involving the supervision of camera operators, engineers and technicians, consultation with other staff concerning production requirements and values and collaboration with other producers.
70. **Peer / Mentor --Tutor** - At least a sophomore enrolled in local college or university; overall GPA of 3.0 or higher; background or current studies in computers, math, English or related fields,

- former TRIO participant highly desirable. Responsibilities include: 1) tutoring; 2) assist with administering assessment tests and follow-up; and 3) provide support to students regarding financial aid and academic college admissions concerns.
71. **Lab Manager** – Bachelor's degree in academic discipline, master's degree preferred; teaching experience working with adults preferred. Responsibilities include: 1) Develop computer program of instruction; 2) Instruct computer courses; 3) Monitor student progress; 4) Tutor students 5) Oversee Skills Bank learning system in lab.
 72. **Program Instructor** - Develop and provide academic program of instruction in discipline. Monitor student progress and assist with evaluation. Bachelor's degree in academic discipline, master's degree preferred (required for college level instructor); teaching experience working with adults preferred.
 73. **Cosmetology Technician** – Assist the classroom instructor in training entry level Cosmetology students. While working under the direction of the primary instructor, the technician will guide and correct students while they learn Cosmetology skills including but not limited to, safety precautions and cutting of the hair with shears, razor and clippers; proper application and safety precautions of the heated pressing comb, and curling iron; correct use of the blow dryer; application and safety precautions with permanent wave and relaxer, and coloring and bleaching chemicals; correct and safe usage of styling tools and products, and proper choices in shampoos and conditioners.
 74. **Computer Service Specialist I** – Technical work requiring special training and/or varying levels of education or experience in a computer field. Must have the ability to lift and carry computer equipment and follow directions. Minimum requirements: One (1) year experience/training in field service/troubleshooting computer equipment.
 75. **Computer Service Specialist II** – Technical work requiring advanced training and/or experience in a computer field. Must have the ability to lift and carry computer equipment and follow directions. Minimum requirements: A+ Certification and two (2) year experience in the field service/troubleshooting computer equipment.
 76. **Computer Lab Assistant/AV Specialist I** – Provides assistance to students and faculty in utilizing various software products, troubleshooting computer and/or audio visual systems in computer labs and classrooms, and configuring and installing new software and hardware platforms. Responsibilities include but are not limited to technical work that involves installation, configuration and troubleshooting of computer and/or audiovisual systems. Minimum requirements: Graduation from high school or GED equivalency, individual should have completed various and required special training and /or varying levels of education of experience in a computer field and less than on (1) year computer related experience.
 77. **Computer Lab Assistant/AV Specialist II** – Provides assistance to students and faculty in utilizing various software products, troubleshooting computer and/or audio visual systems in computer labs and classrooms, and configuring and installing new software and hardware platforms. Responsibilities include but are not limited to technical work that involves installation, configuration and troubleshooting of computer and/or audiovisual systems. Minimum requirements: Graduation from high school or GED equivalency, individual shall be certified in the repair of computers and computer networking, two (2) years computer related experience and training can substitute on a year by year basis.
 78. **Asst. Coordinator of Basketball Oper.** – Assist Head Coach in the setting up of and preparation for practices, study halls and games. Assist Head Coach in the organization and supervision of

- practices, study halls and games. Assist in the supervision, operation and use of the Basketball Arena and Facilities. Assist in the development, implementation and enforce of rules, policies and procedures for the basketball team. Assist in the initiation and preparation of documents relating to the basketball team's travel and equipment purchases. Coordinate the work of the games administration, athletic secretary and coach in preparing for contests both home and away. Assist Head Coach in the organization and execution of all camps and showcases. Perform other duties as assigned.
79. **Lab Tutor II** – Tutors in this position will work with students, one-on-one and in small group settings, providing specialized instruction in a specific discipline and discipline-related subject areas. Tutors will answer questions on course content and aid in the comprehension of course material. This position may be in charge of the lab when Pensacola State College full time personnel are out. A bachelor's degree in field or related field is required.
 80. **Lab Tutor III** – Tutors in this position will work with students, one-on-one and in small group settings, providing specialized instruction in a specific discipline and discipline-related subject areas. Tutors will answer questions on course content and aid in the comprehension of course material. This position may be in charge of the lab when Pensacola State College full time personnel are out. A master's degree in field or related field is required.
 81. **Lab Tutor IV** – Tutors in this position will work with students, one-on-one and in small group settings, providing specialized instruction in a specific discipline and discipline-related subject areas. Tutors will answer questions on course content and aid in the comprehension of course material. This position may be in charge of the lab when Pensacola State College full time personnel are out. A doctoral degree in field or related field is required.
 82. **Women's Basketball Asst/Coach** – The Assistant Coach will be directly responsible for those elements of the program as delegated by the Head Coach and approved by the Director of Athletics. Assist Head Coach in preparing athletes for games and practices by monitoring conditioning drills, training techniques and medical follow-up for injuries. Assist in conducting practice sessions. Assist in game and logistics management. Assist in the monitoring of resources and equipment. Assist in student athlete supervision. Assist the Staff in scouting and recruiting. Other duties as assigned by the Head Coach.
 83. **Workshop Presenter** – Develop and provide workshops as required. Background appropriate to subject matter of workshops. Presentation experience with adults preferred.
 84. **Health Science Learning Center Assistant I** - Individual needed to assist in the Health Sciences Learning Center. Primary duties will include, but not be limited to, maintaining stock of medical equipment and supplies on shelves, in storage, and on procedure carts; administrative tasks such as answering phones, scheduling appointments for re-testing; housekeeping tasks such as laundry and bed making. Exposure to medical terminology helpful but not required. Basic computer literacy skills required.
 85. **Test Administrator** – The function of a Test Administrator in the district testing office involves a variety of responsibilities including superior customer service, public relation skills, a high level of professionalism and the administration of high stakes tests. The primary duty is to assume full responsibility for the communication, registration, integrity, security, score reports and total administration of high stakes tests in compliance with the policies, and procedures indicated in the test instruction directions as well as the college policies, procedures and best practices.
 86. **Health Science Learning Center Assistant II** - Assist in the Health Sciences Learning Center. Primary duties will include, but not be limited to, managing the computer-based inventory control

software, maintaining stock of medical equipment and supplies on shelves, in storage, and on procedure carts; administrative task such as answering phones, scheduling appointments for re-testing; housekeeping tasks such as laundry and bed making. Exposure to medical terminology helpful but not required. Basic computer literacy skills required. Must be able to lift 35 pounds or more.

87. **ESOL Coordinator** - Coordinator to facilitate intake, testing, and placement of new incoming ESOL students, disseminate information about the Pensacola State College ESOL classes to the community, curriculum development, and instruction to students and instructors in the use of online ESOL programs purchased by the department for use by ESOL students in the classroom and at home.
88. **Public Safety/Security Officer** – A Public Safety/Security Officer is to be available to escort employees/students to their vehicles; assist members of the campus community with directions to locations and answer college-related questions; write parking violation citations; issue parking decals; give directions during patrol of the campus; lock and/or unlock classrooms; assist students with minor issues (keys locked in cars, dead batteries, flat tires, etc.); be alert to and report criminal challenges to campus police; deal with non-law enforcement security issues; assist in identifying safety issues on campus; assist Environmental Management Supervisor with assigned safety duties; make copies; run departmental errands; lock buildings at night; and monitor campuses on weekends and holidays. The Public Safety/Security Officer will be required to assist with parking during special events held on the campuses or at outlying facilities. This individual may also be required to perform key assistance, assist patrol units with traffic control, and other duties as assigned. These duties require the Public Safety/Security Officer to walk long distances without difficulty and stand for an extended period of time. This individual will be responsible for knowing and conforming to all safety practices and regulations that apply to this specific area and position. Unsafe conditions should be reported to the immediate supervisor and to the Pensacola State College Police Department/Public Safety. Minimum Qualifications – Graduation from high school or GED equivalency and two year work experience in any field are required.
89. **Cosmetology Salon Receptionist** – Position will manage all duties related to the reception desk of the school's cosmetology salon including making appointments, handling phone calls, checking in customers, checking out customers, and handling the cash register. Will work with the faculty, students, and the public. Position needs patient multi-tasker who is detail oriented, works well with people, able to handle money, and possesses good communication skills. Previous cosmetology experience helpful.
90. **AutoCAD Lab Manager** – AAS degree in academic field, 5 years experience current AutoCAD versions and 3 years teaching experience. Duties include: develop computer program of instruction, monitor and assist with student evaluation, tutor students, maintain AutoCAD lab daily functions, assist in software evaluation, and report hardware issues.
91. **Simulation Technician** - Assists in preparing high fidelity mannequins for scenario sessions. Maintains the recording and storage systems associated with patient simulation and manages data storage and organization. Completes and logs regularly scheduled maintenance checks on simulation equipment. Performs routine maintenance and troubleshooting on mannequins and other equipment and maintains repair and maintenance records. Maintains an inventory of equipment assigned to the Center. Manages and maintains the scheduling and management software used by the Center and assists with scheduling the use of Center resources.

- Coordinates and manages the projection of live and archived scenario sessions into debriefing rooms and other instructional spaces. Assists in scheduling and coordinating repairs and installation of Center equipment and software. Assists simulation specialists with the operation of simulation software from control rooms during sessions, as requested. Minimum Qualifications: Graduation from an accredited institution with an associate degree and two years of microcomputer or computer networking experience.
92. **Network Administrator** – Primary responsibilities of administering Active Directory, GPO, Delegation, Exchange 2007, Microsoft ISA2006/TMG, Office Communication Server/ Lync (VoIP), IIS6/7, MS SQL 2005/2008, Microsoft clustering, F5 Hardware Load Balancers, DHCP, DNS, VPN, SCCM, Print Servers, and File Servers. Possess a high level of support experience with VMware design and architectural input with ESXi 3.5, VSphere 4.0, VMWare vCenter in a production environment. Experience with Shared Storage Area Networks (EMS) preferred. Experience with the DELL Server hardware platform. Analyze existing technology and make recommendations for improvement and growth adhering to policies and procedures. Assist with the management of deployment, monitoring, maintenance development, integration, upgrade and support/optimal operation of relevant technology for the College such as Unified Messaging. Assess the impact of system changes prior to their implementation, minimizing down time and working with colleagues where appropriate. Develop and maintain documentation of relevant system procedures and functions. Contribute input to standard operating procedures and capacity planning. Perform hardware and software troubleshooting as required. Responsible for Microsoft update release process and maintenance of all Enterprise systems district wide. Maintain Antivirus solution and properly escalate virus threats. Install, configure, and maintain broad spectrum of client server applications based on college's initiatives. Provide input to support business case justifications and cost benefit analyses for new initiatives. Responsible for coordinating backup and recovery procedures. Develop training materials/strategies for IT Infrastructure and collages as needed.
93. **Senior Writer, Social Media Strategist** - Manage the college's social media activities, which include, but are not limited to Facebook, Twitter, YouTube and LinkedIn. In partnership with the director, assists in the planning, development and management of enrollment and event marketing campaigns. Writes and edits ad copy, short stories, and Web copy.
94. **Acting Criminal Justice Coordinator** - The Acting Coordinator for the Criminal Justice Program (assisted by the department head) is responsible for the counseling of criminal justice student; the coordination of the Criminal Justice Advisory Committee; the selection and hiring of qualified adjunct criminal justice faculty; the scheduling of criminal justice classes for fall, spring, and summer semesters; and the instruction of criminal justice classes.