

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

RFP 03 – 2010/2011

September 14, 2010

**REQUEST FOR PROPOSALS FOR WEB CONSULTING SERVICES FOR
PENSACOLA STATE COLLEGE**

The District Board of Trustees of Pensacola State College, Florida (formerly Pensacola Junior College) hereby extends an invitation for proposals on Web Consulting Services for Pensacola State College.

The Proposal opening deadline is **Tuesday, October 12, 2010 at 10:00 a.m. CST**. All Proposals must be mailed or delivered to the attention of the Director of Purchasing and Auxiliary Services at the address listed below:

Ms. Angie C. Jones
Pensacola State College
Barfield Administration Building
1000 College Boulevard
Building 7, Room 737
Pensacola, Florida 32504-8998

The enclosed **Statement of No Proposal** (Attachment A) should be completed and mailed by Proposers declining to submit a Proposal for Web Consulting Services.

1.0 GENERAL CONDITIONS

SEALED PROPOSALS: One (1) original, marked "Original" and five (5) copies, marked "Copy" must be mailed or delivered to the attention of Director of Purchasing and Auxiliary Services and be received in the Purchasing and Auxiliary Services Office, Pensacola State College, Barfield Administration Building 7 Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998 or be delivered to the RFP opening site, no later than **Tuesday, October 12, 2010 at 10:00 a.m. CST** and will be clearly marked **Sealed RFP 3 - 2010/2011 – Web Consulting Services with referenced date and time of RFP**. Additionally, submit one (1) electronic copy of response. Electronic copy of response shall not be accepted until after **11:00 a.m. on Tuesday, October 12, 2010** if transmitted electronically. Electronically submitted responses should be directed to acjones@pensacolastate.edu.

1.1. INSTRUCTIONS TO PROPOSERS: To ensure consideration of your proposal, please follow these instructions. Proposals not in compliance with conditions specified herein are subject to rejection.

1.2. FAX OR EMAILS NOT ACCEPTED: Due to the requirement of sealed RFP responses, facsimile or email Proposals will not be acceptable as valid responses.

1.3. DETERMINING FACTORS: Services, costs, specifications and capability to provide

these services and equipment will be determining factors in the awarding of the Proposal.

- 1.4. **QUESTIONS REGARDING RFP:** Pensacola State College has made every effort to provide prospective vendors with the information needed to appropriately respond to this RFP. Pensacola State College realizes that some clarification, interpretation, or additional information may be required.

Questions regarding any portion of this RFP shall be directed, in writing, to:

Pensacola State College
Angie C. Jones, Director, Purchasing and Auxiliary Services
1000 College Blvd
Bldg 7, Room 737
Pensacola, FL 32504

Questions may also be submitted by e-mail (aciones@pic.edu) or faxed to the attention of the Purchasing Director at (850) 484-1839.

All such written requests must be received no later than **3:00 p.m., CST, Monday, September 27, 2010**. Responses to all requests for more information will be included in any addenda and will be made available to all Proposers on, **Tuesday, September 28, 2010**. Any requests for information received after the September XX deadline will not receive a response. Responses will not be made orally.

Any additional information pertaining to this RFP or to the services being sought hereunder obtained in a manner other than as described in the preceding paragraph should be regarded as unofficial. Pensacola State College will not be bound in any way by information so obtained, or by a Bidder's reliance thereon.

- 1.5. **COST DISCUSSIONS:** The Proposer must not discuss cost information, except for clarification requested by the College Purchasing Director, prior to the posting of proposal results, with any employee, board member or authorized representative of the College. Violation of this restriction will result in **REJECTION** of the said bid.
- 1.6. **ADDENDA:** All addenda issued during the time of proposing shall become part of the Proposing Documents, and receipt thereof must be acknowledged in writing with the proposal (see Tab #8). The College accepts no responsibility for inaccurate proposals due to missed information contained in any addendum. Each Bidder should ensure that they have received all addenda and amendments to the RFP before submitting their proposals. Please access the college web site at <http://www.PensacolaStateCollege.edu/visitors/vendors/curr solicit.aspx> for any addenda.
- 1.7. **LATE PROPOSALS:** Proposals will be publicly opened, read aloud and recorded, on the date and time indicated, at the location specified in the bid request. It is the Proposer's responsibility to make certain that his/her bid is in the hands of the Purchasing Director prior to the opening time at the specified location. Pensacola State College accepts no responsibility for late or misdirected mail deliveries. Late Proposals will not be considered and returned to the proposer unopened.
- 1.8. **EXECUTION OF PROPOSAL:** Proposals must contain a manual signature of

authorized representative in the space provided. Proposals must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by RFP proposers to his/her Proposal price or terms must be initialed.

- 1.9. **PROPOSAL OPENING:** Shall be public, on the date, location and the time specified on the RFP. It is the proposer's responsibility to assure that his/her Proposal is delivered at the proper time and place of the Proposal opening. Proposals which for any reason are not delivered as specified will not be considered. Offers by telegram, telephone or fax are not acceptable. Vendors may withdraw their proposals any time prior to the RFP closing date and time. Vendors may request in writing to withdraw their proposals after the closing date and time prior to selections and notice of award. The College shall have sole authority to grant or deny such a request. If approval is granted, the College may withhold issuing future RFPs to such vendors. A Proposal may not be altered after opening of the Proposals.
- 1.10. **INTERPRETATIONS/DISPUTES:** Any questions concerning conditions and specifications shall be directed in writing to the Director of Purchasing with receipt prior to the Proposal opening. Inquiries must reference the date of Proposal opening and RFP number. No interpretation shall be considered binding unless provided in writing by Pensacola State College in response to requests in full compliance with this provision. Any person who is adversely affected by the College's decision or intended decision concerning a procurement solicitation or contract award and who wants to protest such decision or intended decision shall file a protest in compliance with Rule 13A-1.006(3), Florida Administrative Code. Failure to file a protest within the time prescribed in Section 120.57(3) (b), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Proposers shall thoroughly examine and be familiar with the Proposal specifications. The failure or omission of any responder to receive or examine these documents shall in no way relieve any responder of obligations with respect to this Proposal or the subsequent contract.

- 1.11. **CONFLICT OF INTEREST:** The award there under is subject to the provision of Chapter 112, Florida Statutes. Proposers must disclose with their Proposal the name of any officer, director, or agent who is also an employee of Pensacola State College. Further, all proposers must disclose the name of any Pensacola State College employee who owns directly or indirectly, an interest of five percent (5%) or more in the proposer's firm or any of its branches.
- 1.12. **CLARIFICATION:** The College reserves the right to request clarification of information submitted and to request additional information of one more Proposers, if needed.
- 1.13. **CONSIDERATION OF PROPOSALS:** As its best interest may require and at its sole discretion, Pensacola State College reserves the right to make award(s) by the individual service, group of services, all or none, or any combination thereof; to reject any and all Proposals or waive any minor irregularity, technicality or element deemed immaterial by the college, at its sole discretion, in the Proposals received. The College reserves the right but is not obligated, to negotiate with the prevailing responder in order to improve a term or condition so that it is more beneficial to the

College. All such waivers or negotiations, and the justifications therefore, will be reduced to writing. Proposers are cautioned to make no assumptions unless their Proposal has been evaluated as being responsive to all Proposal requirements, submission requirements, general conditions and special conditions of this Request for Proposal. The College shall not be responsible for any cost or expense incurred by the Proposer in preparing or submitting a proposal or any cost prior to the execution of the contract agreement.

- 1.14. **QUALIFYING PROPOSERS:** Pensacola State College reserves the right to require a Proposer to submit such evidence of qualifications as it may deem necessary and may consider any evidence available concerning the financial and other qualifications of the Proposer.
- 1.15. **PROPOSAL AWARD:** Award is expected to be made to the Proposer who best meets the requirements of Pensacola State College considering responsibility, responsiveness and price. A written contract and/or purchase order detailing agreed terms will be rendered between the College and the successful proposer. Terms of the contract will include any and all items as specified in the proposal, plus mutually agreed terms and conditions.
- 1.16. **GOVERNMENTAL RESTRICTION:** In the event any court ruling, administrative rule, or governmental restrictions are interpreted or imposed so as to necessitate alteration of the material quality of the services offered in this Proposal to its completion, it shall be the specific regulation which required an alteration. The College reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no further expense to the College.
- 1.17. **DEFAULT:** Failure to perform according to this RFP and/or resulting contract shall be cause for your firm to be found in default in which event any and all re-procurement costs may be charged against your firm. Any violations of these stipulations may also result in the Vendor's name being removed from Pensacola State College vendor mailing list.
- 1.18. **LEGAL REQUIREMENTS:** Applicable provisions of all Federal, State, county and local laws and of all ordinances, rules, written opinions and regulations thereof shall govern development, submittal and evaluations of all Proposals received in response hereto and shall govern any and all claims and disputes which may arise between those submitting a Proposal response hereto and the College. Lack of knowledge by any Proposer shall not constitute a cognizable defense against the legal effect thereof. Proposers have certain rights under Chapter 120, Florida Statutes. Failure to follow proper procedures for a timely protest shall constitute a waiver of all further proceedings under Florida Statute 120.53 (5).
- 1.19. **ADVERTISING:** By submitting a Proposal, responder agrees not to use the results as a part of any commercial advertising.
- 1.20. **PUBLIC RECORDS:** Any material submitted in response to this Request for Proposals will become a public document pursuant to Section 119.09, Florida Statutes. This includes materials which the responder might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.09(3) (o) Florida

Statutes.

- 1.21. **REASONABLE ACCOMMODATIONS:** Any person(s) requiring reasonable accommodations, in accordance with the provision of the American with Disabilities Act, for attendance at the scheduled pre-proposal conference or Proposal opening, will contact the Office of the Director of Purchasing at least seventy-two (72) hours in advance of the scheduled pre-proposal conference or Proposal submission deadline.
- 1.22. **PROTESTING A DECISION:** In accordance with Section 287.042, Florida Statutes, any person who files an action protesting a decision or intended decision pertaining to contracts administered or purchases by the College pursuant to Section 120.57(3) (b), Florida Statutes, shall post at the time of filing the formal written protest, a bond payable to the College in an amount equal to 1 percent of the total volume of the contract. The bond shall be conditioned upon the payment of all costs which may be adjudged against him or her in the 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, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees. Upon payment of such costs and charges by the person protesting the award, the bond, cashier's check, official bank check or money order shall be returned to him or her. If the person protesting the award prevails, he or she shall recover from the agency all costs and charges which shall be included in the final order of judgment, excluding attorney's fees. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.
 - A. Protest to the Solicitation. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation.
 - B. Protest to a Solicitation Amendment. Any notice of intent to protest or formal written protest to any amendment issued by the College must be filed within the time limits set forth in Section 120.57(3) (b), F.S. The formal written protest shall be filed within 10 days after the date the notice of protest is filed.
 - C. Protest of a Decision to Award or Notice of Intent to Recommend an Award. Any person who is adversely affected by the College's decision or intended decision shall file a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. Any notice of protest or formal written protest to the award or intended award which is filed before the bid tabulation posting is null and void. To be considered, a notice of intent to protest and a formal written protest must be filed within the time limits set forth in Section 120.57(3) (b), Florida Statutes.
- 1.23. **PIGGYBACK LANGUAGE:** With the consent and agreement of the successful bidder(s) purchases may be made under this RFP by other community colleges,

state universities, District school boards and by other educational institutions or governmental entities within the state of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in State Board of Education Rule 6A-14.0934 (2) (d).

- 1.24. **PUBLIC ENTITY CRIME:** In accordance with Florida Statute 287.133, no award will be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and the purchasing process because they have been found guilty of a public entity crime.

No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two with any person or affiliate on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFP Submittal forms, Submitting Firm attests that they have not been placed on the "Convicted Vendor List".

- 1.25. **TAXES:** Sales to Pensacola State College are exempt from state sales tax. State sales tax certificate of exemption will be issued upon request.

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

- 1.26. **INSURANCE:** The successful bidder shall provide original ACORD insurance policies within three to five days of proposal award and shall file an original ACORD Certificate of Insurance evidencing the renewal of such policies at least thirty (30) days prior to the date that each applicable insurance policy is scheduled to expire. The limits are as follows:

(a) Valid workmen's compensation insurance as required by Chapter 440, Florida Statutes;

(b) General public liability insurance against bodily injury, personal injury, and property damages, in limits of not less than \$1,000,000.00 per claimant, and \$3,000,000.00 per incident or occurrence. The District Board of Trustees, Pensacola State College, Florida shall be named as an additional insured on the contractor's policy.

(c) Automotive liability insurance against bodily injury and property damage, in at least the amounts of \$1,000,000.00 per claimant, and \$3,000,000.00 per occurrence.

(d) Certificates evidencing that all of the previously listed insurance is in force shall be forwarded to the Purchasing and Auxiliary services office prior to any work beginning. The Certificate of General Public Liability Insurance shall list The District Board of Trustees, Pensacola State College, Florida, as additional insured.

NOTE: Any and all special conditions and specifications attached hereto which vary from these general conditions shall have precedence and shall control.

2.0 RFP AWARD SCHEDULE:

09/14/10	Issuance of RFP
09/28/10	Mandatory Pre-proposal at 9:00 a.m. CST
10/05/10	Technical Questions/Inquiries Due NLT 3:00 p.m.
10/08/10	Addenda mailed, if necessary
10/20/10	Proposals due NLT 10:00 A.M. CST
10/21-25/10	Committee evaluations
10/26/10	Public Evaluation at 2:00 P.M. CST
Week of 11/01/10	Presentations, if necessary
Week of 11/01/10	Posting of Award, if no presentations

Please note that Pensacola State College reserves the right to modify this schedule as necessary to meet the needs of the college. Respondents will be notified in writing, via an RFP addendum, of any changes to this schedule.

2.1 INSTRUCTIONS TO PROPOSERS

- 2.11 Proposer must propose to execute all phases of the proposal in a single bid. The proposal must be signed by an officer of your firm with the authority to commit the firm.
- 2.12 Any person(s) requiring reasonable accommodations, in accordance with the provisions of the American with Disabilities Act for attendance at the scheduled RFP opening shall contact the Purchasing and Auxiliary Services office, at least seventy-two (72) hours in advance of the scheduled pre-proposal meeting or proposal opening deadline.
- 2.13 All prices shall be **FOB Pensacola State College**, 1000 College Boulevard, Pensacola, FL 32504-8998.
- 2.14 A **mandatory Pre-proposal conference** will be held for vendors 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 conference will be held on **Tuesday, September 21, 2010 at 9:00 a.m., CST**, in Bldg 7, Room 736, Boardroom.
- The Purchasing Director may choose to call for additional Pre-proposal conference(s) if, in the sole judgment of the Purchasing Director, there is a need for such conference (s) in order to promote competition.
- 2.15 Verbal Communication shall not be effective unless formally confirmed in writing by the Purchasing Director in charge of managing the RFP's process. In no case shall verbal communication override written communication. Informal communication shall cease on the date of issuance of this RFP and formal communications shall commence until contract is awarded.

2.16 The College may not respond to any questions/requests for clarifications that require addenda, if received by the College after **Monday, September 27, 2010**.

2.17 Vendors are responsible for the information contained in such addenda, whether or not they acknowledge receipt. The College is under no obligation to communicate such addenda to vendors who notify the College that they will not be responding to this RFP. The College shall reject vendor's responses to addenda if such responses are received after the RFP closing date and time.

3.0 SCOPE OF PROJECT

Pensacola State College is seeking the services of an experienced consultant to evaluate the College's current website and recommend a plan of action.

3.1 Overview

The term of the web consulting contract shall commence upon notification of award and continue until completion of the scope of work. The project shall be completed no greater than nine (9) months from notice to proceed.

3.2 Background

Pensacola State College (formerly Pensacola Junior College) is located on Florida's beautiful Gulf Coast. One of the oldest community colleges in Florida's 28 college system, Pensacola State College is in its sixth decade of service to the Florida panhandle. Pensacola State College serves more than 27,000 full and part time students a year on three campuses, two centers and more than 30 other off campus sites. With 114 programs leading to certificates of proficiency, the associate of science, the associate of applied science, and the associate of arts degrees, Pensacola State College continues to be a leader in academic excellence and service to the community. Our recent name change, effective July 1, 2010, allows Pensacola State College to begin implementing the baccalaureate degrees in Nursing and Administration.

4.0 REQUIREMENTS

Pensacola State College is seeking a consulting company to conduct a comprehensive review of Pensacola State College's website which includes:

- reviewing current web strategy;
- examining the navigation and functionality of the site;
- reviewing the utilization and interpretation of existing (and recommended) site metrics;
- determining website's ability to meet primary and secondary needs of internal and external users;
- assessing the strategic intent of the site/user experience within the framework of Pensacola State College's institutional marketing priorities;
- conducting a cursory review or up to three (3) competitors' websites;
- reviewing the website's marketing characteristics for imaging, positioning and messaging;
- critiquing the site's success in accurately representing the college's image and supporting its brand marketing efforts;
- reviewing current content relevance according to industry standards;
- reviewing user paths for different audiences;
- examining use of various technologies such as social networking, E-recruitment tools, etc.;

- reviewing the process for maintaining content, updating existing content and creating new content; and
- recommending staffing and resource allocation related to the support of the website.

Note: Evaluation of the mainframe ERP is not included in this proposal.

4.1 ADDITIONAL VENDOR REQUIREMENTS

The successful vendor has performed at least three (3) similar projects for public entities, preferably higher education, within the last three (3) years.

Also, the selected firm/vendor should have a proven record of experience and success in higher education marketing, particularly with community/technical college clients, financial stability, and a clear understanding of prospective students' needs and expectations with regard to website design.

5.0 EVALUATION PROCESS AND CRITERIA

Proposals will be evaluated based on the following criteria. This is intended to be a flexible RFP process. Among other things, this means that any provision of this RFP stating or suggesting a mandatory requirement is intended only to imply that the associated item is the minimum requirement. It is not an expressed or implied term of this RFP that the college is required to disqualify, reject or otherwise penalize any proposal that exceeds these minimum requirements. Pensacola State College may, in its sole and absolute discretion, accept, evaluate, and award based on any received proposal that meets or exceeds these requirements. Proposals will be analyzed and award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the College, taking into consideration price and the criteria established for evaluation set for the in the request for proposal.

Under this RFP, the College shall hold that vendors' responses to this RFP shall remain in effect for a period of ninety (90) days following the closing date, in order to allow time for evaluation, approval, and award of contract. Any vendor who does not agree to this condition shall specifically communicate in its proposal such disagreement to the College, along with any proposed alternative. The College may accept or reject such proposed alternatives without further notification or explanation.

The Evaluation Team will review the responses and assign a score to each category for each Respondent. The scoring by each member of the evaluation team will be aggregated to establish an overall ranking of every Respondent by the Team. Selection of a supplier will not be made solely on the basis of the lowest price.

The Purchasing Department representative will facilitate and record the rank order assigned by each evaluator and then an overall Committee ranking will be established for each Respondent. Total scores will be used to break a tie in ranking.

All Respondents are hereby advised that the College may determine that oral interviews, additional written information, internal staff analysis and presentations, outside consultants, and/or any other information may be requested at any time during the evaluation process in order to assist with the selection of the Best Value Respondent(s).

The Evaluation Committee may determine as a result of additional information that the impact of this information is significant and shall be accorded as such and may be incorporated into the scoring and/or ranking as a revision of the same and at the discretion of the Committee. A short-list of at least three respondents may be selected to participate in interviews/presentations with Evaluation Team.

A public evaluation meeting, in accordance with FS 286.011(1), is scheduled to be held on **Monday, October 20, 2010 at 2:00 p.m.** in the Barfield Administration Building No. 7, Room 736, 1000 College Boulevard, Pensacola, Florida 32504-8998. Solicitation tabulations and award recommendations will be posted in the Purchasing and Auxiliary Services Office and on the Pensacola State College website <http://www.pensacolastate.edu/visitors/vendors/currtabs.aspx>.

5.1 Experience and Qualifications: 35 points

5.11 Business Contact and unique Qualifications –

5.111 Company Name

5.112 Contact name(s) and title(s) of the individual(s) responsible for the company's proposal and negotiations of this RFP. Please include organization chart beginning with your account management team through CEO of your company.

5.113 Locations of office(s)

5.114 Year business started in this area

5.12 Brief Description of Uniqueness as relates to this RFP

5.13 Reference Information - preferably government entities, educational institutions and higher educational institutions. Candidates will be awarded points based on qualifications as they apply to our unique higher education environment. Preference will be given to those vendors who have proven experience with Higher Ed in Florida in a multi-campus environment. (See Attachment C). Provide a recent example of web consulting services for a similar client and how your services benefitted them.

5.14 Provide copy of Business License.

5.2 Approach and Work Plan – 40 points

5.21 Provide detailed plan on the understanding and grasp of the project including the ability to meet the desired specifications as requested in the Request for Proposals.

5.22 Provide detailed list and qualifications of personnel involved in the entire project and what their role would be.

5.23 Provide an estimated timeline for this project.

5.3 Pricing – 25 points

Pricing shall include a “not to exceed” fee to complete the entire project. Include a detailed cost breakdown.

See pricing page - Attachment F

Proposals shall include all of the information solicited in this RFP, and any additional information that the Proposer deems pertinent to the understanding and evaluating of the proposal. The Proposer should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. All proposals shall include, at a minimum, the following information. Failure to supply all of the information requested

may result in the proposal being excluded from consideration. All information and required submittals requested **must be** in hardcopy and included in your written response.

Proposals shall be organized and sections tabbed in the following order:

- Tab #1: A one to two page executive summary of the offeror's proposal
- Tab #2 **Business Strength**
Provide detailed information for sections 5.11 through 5.14
- Tab #3 **Approach and Work Plan:**
Provide detailed information for sections 5.21 through 5.23
- Tab #4 **Pricing:**
Proposal Reply Sheet should be submitted here. Per section 5.3, See Attachment E
- Tab #5 **Drug-Free Workplace, and Signed Proposal Sheet:**
All Proposers shall properly complete, notarize and submit Attachments B and D here.
- Tab #6 **Reference Sheet:**
See Attachment C
- Tab #7 **Addenda Acknowledgement:**
Please submit all addenda (if any) related to this bid here.
- Tab #8 **Other Information:**
Provide any information that will provide insight to the evaluators about the qualifications, fitness and abilities of the Proposer. This information should be succinct.

Purchasing and Auxiliary Department

RFP 03 – 2010.11, Web Consulting Services

STATEMENT OF NO PROPOSAL

Director of Purchasing and Auxiliary Services
Pensacola State College
1000 College Boulevard
Pensacola, Florida 32504-8998

The undersigned declines to propose on PENSACOLA STATE COLLEGE RFP 03– 2010.11 for the following reason(s):

- _____ Schedule would not permit us to perform
- _____ Unable to meet specifications*
- _____ Other*

*Please explain:

We understand that if the Statement of No Proposal letter is not executed and returned, our name may be deleted from the list of qualified proposers for Pensacola State College.

Company Name: _____

Signature: _____

Telephone: _____

CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM

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

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

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

Signature of Representative: _____

Typed or printed name of representative: _____

Responding Proposer name: _____

THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Sworn to and subscribed before me this ____ day of _____ 2010

Personally known

OR Produced identification _____ Notary Public - State of _____

REFERENCES

1. _____

FIRM OR ENTITY
CONTACT PERSON
ADDRESS
DATE/TERM of CONTRACT
TELEPHONE NUMBER

2. _____

FIRM OR ENTITY
CONTACT PERSON
ADDRESS
DATE/TERM of CONTRACT
TELEPHONE NUMBER

3. _____

FIRM OR ENTITY
CONTACT PERSON
ADDRESS
DATE/TERM of CONTRACT
TELEPHONE NUMBER

PROPOSAL SUBMITTED BY:

FEDERAL TAX NUMBER:

COMPANY:

ADDRESS:

TELEPHONE NUMBER:

TYPED OR PRINTED NAME OF REPRESENTATIVE:

SIGNATURE OF REPRESENTATIVE:

EMAIL:

DATE:

Price Sheet

Total Cost of Project: \$ _____ *

*All Pricing must be inclusive of travel required to fulfill requirements of RFP.

Include a detailed breakdown of fees or charges.