



Request for Proposals (RFP)

Polk State College

Procurement Services Department

999 Avenue H, Northeast

Winter Haven, Florida 33881-4299

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Procurement Services Department

Request for Proposal (RFP)

Solicitation Number: RFP RFP # 24-02	Solicitation Title: Website Design, Development, Hosting, and Maintenance	
Issue Date: February 21, 2024	Proposals Due Date: March 18, 2024 @ 4:00 pm EDT	Proposals Opening Date: March 18, 2024 @ 4:15 pm EDT - WAD 236
<p>Solicitation Summary:</p> <p>Polk State College invites qualified entities to submit comprehensive proposals for the creation and implementation of a dynamic, information-rich website. The proposed website shall embody flexibility, currency, and security, with hosting in a secure offsite environment. Emphasis is placed on meticulous management to guarantee optimal performance, robust security protocols, and sustained relevance. The primary focus of this initiative is to enhance external community engagement.</p> <p>The College, through this Request for Proposals (RFP), seeks qualified service providers to deliver a comprehensive package encompassing website design, hosting, and ongoing maintenance services for Polk State College. The successful awardee shall enter into a contractual agreement resulting from this RFP, with the potential for a multi-year commitment, renewable annually for up to five (5) one-year terms. This endeavor aligns with Polk State College's commitment to maintaining a cutting-edge online presence, fostering community interaction, and upholding the highest standards of technological proficiency.</p>		
Procurement Webpage: https://www.polk.edu/purchasing/bids-rfps/rfp-24-02-website-design-development-hosting-and-maintenance/		
<p>Submit proposals to:</p> <p style="margin-left: 40px;">Polk State College 999 Ave. H, NE Winter Haven, FL 33881- 4299 Attn: Procurement Services Department Administration Building, Room WAD 139</p> <p style="margin-left: 40px;"><i>Note: Proposals must be mailed or delivered by hand. Fax or Email responses will <u>not</u> be accepted.</i></p>		
Procurement Services Department Official Point of Contact:		
Name: Martin Chicas	Phone: 863-298-6838	Email: mchicas@polk.edu
Name: Angie Armbruster	Phone: 863-669-2918	Email: aarmbruster@polk.edu
Upon receipt of this proposal document, any and all communications regarding this proposal must be made only to the Procurement Services Department. Any violation of this condition could result in proposal disqualification.		
In order to ensure uniformity, all sealed proposals must be submitted on the enclosed forms or exact photocopies and signed by an authorized representative of the company submitting the proposal. Proposals not submitted in accordance with the terms, conditions, specifications, and other instructions contained herein may be subject to rejection.		

Definitions

- **College:** Refers to Polk State College.
- **Evaluation Committee:** Comprised of Polk State staff. Established to review the Proposals submitted in response to a Request for Proposal, score the Proposals in accordance with the criteria, and make a recommendation for award. The Procurement Department Manager serves as the non-voting Chairman of the Evaluation Committee.
- **RFP:** Request for proposal. A formal request soliciting credentials from qualified firms. Includes specifications or Scope of Work and all contractual terms and conditions.
- **Proposer:** Firm submitting their credentials in response to a Request for Proposal.
- **Proposal:** Credentials prepared and delivered in response to a Request for Proposal.
- **Project Manager:** Polk State College Representative.

General Information

Questions

Any questions, requests for clarifications or interpretations regarding this Request for Proposals (RFP) during the submittal preparation period (or reporting errors, inconsistencies, or ambiguities) must be submitted via email to purchasinggroup@polk.edu using the RFP number as the subject line no later than the date and time listed on Appendix A. No questions or clarifications will be considered after that date and time. Responses will be posted as an addendum and made available on the Procurement Services Department page at www.polk.edu/purchasing/.

Addendum

Should any revisions/clarifications/supplemental instructions be needed, Polk State will issue a written addendum to all Proposers who received an RFP package from Polk State College's Procurement Services Department. Proposer shall sign, date, and return the acknowledgment page of the latest/final addendum with their Proposal. Previous addenda will be deemed received. It is the Proposer's responsibility to contact Polk State College's contact person in the event that a previous addendum is not received. All Proposers should check the website at least seven calendar days before the date fixed for receiving the proposals to ascertain whether any addendum has been issued.

See Appendix A for Procurement and Selection Timeline.

Due Date/Time

Polk State College cautions Proposers to assure actual delivery of mailed or hand-delivered proposals prior to the deadline set for receiving proposals. A list of Proposals received will be available on the dedicated webpage at: polk.edu/purchasing/bids-rfps.

Late Submittals

Proposals received after the specified time and date shall be returned unopened. Polk State will not be responsible for late deliveries or delayed mail. The time clock located at the Procurement Services Department shall serve as the official authority to determine the lateness of any Proposal.

Proposal Withdrawal and Ownership

Proposers may withdraw their proposals by notifying Polk State in writing at any time prior to the time set for the deadline. Proposers may withdraw their proposals in person or through an authorized representative. Proposers and authorized representatives must disclose their identity (company business card and driver's license) and provide a signed receipt for the proposal. Once received, proposals become the property of Polk State and will not be returned to the Proposers.

No Proposal

If not submitting a Proposal, respond by returning only the Statement of No-Proposal (page 24), and give the reason in the space provided. Failure to submit either a Proposal or a Statement of No Proposal shall be the cause for removal of the Proposer from the mailing list. The form may be faxed to 863- 297-1085, e-mailed to purchasinggroup@polk.edu or sent via regular mail.

Accuracy of Proposal Information

Any Proposer that submits in its proposal to Polk State any information which is determined to be substantially inaccurate, misleading, exaggerated, incomplete, false, or incorrect shall be disqualified from consideration and may be disqualified from applying for other Polk State work for a period of up to three (3) years. If required, all photos, images, schematics, and drawings included in your proposal must cite the source.

Acceptance / Rejection

Polk State reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. Polk State reserves the right to make the award to the Proposer who, in the opinion of Polk State, will be in the best interest of and/or the most advantageous to Polk State. Polk State reserves the right to reject the proposal of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts, or who, in Polk State's opinion, is not in a position to perform properly under this award. Polk State reserves the right to inspect all facilities of Proposers in order to make a determination as to the foregoing.

General Conditions for Submission

Issuance of the Request for Proposals (RFP) does not constitute a commitment by Polk State College to award a contract. Polk State College reserves the right to reject any or all submissions received in the response to the Request for proposals (RFP), cancel the Request for Proposals (RFP), or waive any technicalities or formalities when and if it is deemed in the best interest of Polk State College to do so.

Awards

The award of any contract hereunder is subject to the provisions of Chapter 112, Florida Statutes (Florida Statute 112.313). Proposers must disclose with their Proposal the name of any officer, director, partner, proprietor, associate, or agent who is also an officer or employee of Polk State College. Further, all Proposers must disclose the name of any officer or employee of Polk State College who owns, directly or indirectly, any interest in the Proposer's firm or any of its branches or affiliate companies.

Public Entity Crimes

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 proposals 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 s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. (F.S.287.133). By submitting a proposal, the Proposer represents that all restrictions related to public entity crimes stated in Section 287.133(2) (a), Florida Statutes do not apply to either his/her own company, or that of his/her subcontractors or suppliers.

Gifts

Polk State College's District Board of Trustees Rule 3.32 states the following, in part: 1, College employees may not accept or solicit any gift [see F.S. 112.312 (12)(a) and F.S. 112.312 (12)(b)] of any kind (except as otherwise provided within this rule) from any person or entity (a prohibited source) who is seeking official action by the employee or College or does business or seeks to do business with the College.

Clarifications

Polk State College reserves the right to request clarification of information submitted and to request additional information from one or more firms.

Public Records

Polk State College operates under the public disclosure laws required of governmental agencies. Proprietary firm information must be identified and will be protected to the greatest extent possible but must be disclosed by Polk State College upon receipt of a Public Records Request. Upon award recommendation or thirty calendar days after opening, whichever occurs first, proposals become public records and shall be subject to public disclosure consistent with Chapter 119.07(3)(m) and 119.071(1)(b), Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP; must identify the data or other materials to be protected; and must state the reasons why such exclusion from public disclosure is necessary. Proposals may be reviewed at the Procurement Services Department.

Retention of Records

Contractor agrees to retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertaining to any contract resulting from this RFP for a period of five (5) years. Copies of all records shall be made available to the College upon request. All invoices and documentation must be clear and legible for audit purposes.

Cost

Polk State College accepts no responsibility for any expenses incurred by those Proposers offering their services in the preparation of a response to either this Request for Proposals (RFP) or subsequent requests. All submitting expenses shall be borne by the offering Proposer exclusively.

License and Permits

All entities defined under Chapters 607, 608, 617 or 620, Florida Statutes, seeking to do business with the College shall be on file and in good standing with the State of Florida's Department of State. It shall be the responsibility of the Contractor to obtain, at no additional cost to Polk State College, any and all licenses and permits required to complete the contractual services. These licenses and permits shall be readily available for review by Polk State College's Procurement Services Manager.

Substitution of Key Personnel

The successful Proposer shall obtain approval from Polk State College prior to reassigning any key staff involved in the performance of this service as shown in the submission. The successful Proposer will also obtain approval from Polk State College prior to assigning any new personnel to their key staff positions. Such approval will not be unreasonably withheld. Polk State College may, with prior written substantiation, require removal of any employee(s) of the successful Proposer who Polk State College reasonably deems incompetent, careless, insubordinate, unsuitable, or otherwise unacceptable, or whose continued employment on the contract it deems contrary to public interest or not in the best interest of Polk State College.

Background Screening Requirements

As a condition of the award, the successful Proposer shall, at its expense, ensure that all the Proposer's employees and the employees of Proposer's subcontractors who will be permitted access on school grounds when students are present meet the background screening requirements of Section 1012.465 Florida Statute, (Jessica Lunsford Act). The proposer's failure to comply with this requirement will constitute a material breach of the contract. Information regarding the compliance procedure is available by calling the Procurement Services Department of Polk State College at (863) 297-1083. All costs to comply with this requirement will be borne by the Proposer.

Subcontractors

The proposer is fully responsible for all work performed under the Contract resulting from this RFP. The proposer may, upon receiving prior written consent from the College's Procurement Services Manager, enter into written subcontract(s) for performance of certain of the proposer's functions under the Contract. No subcontract, which the proposer enters into with respect to performance of any of its functions under the Contract, shall in any way relieve the proposer of any responsibility for the performance of its duties.

Contact

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following Polk State College posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of Polk State College concerning any aspect of this solicitation, except in writing to the authorized Polk State College Procurement Services Department representative. Violation of this provision may be grounds for rejecting a response.

CCNA

Polk State College reserves the right to proceed to interview without further discussion of submissions received, in accordance with the Consultant's Competitive Negotiation Act (CCNA).

Confidentiality of Information

Subsequent to the execution of an Agreement, no reports, information, or data given to or prepared by the successful Proposer shall be made available to any individual or organization by the successful Proposer without the prior written approval of the Director, Facilities Planning, Construction, and Campus Operations.

Additional Information

No additional information may be submitted, or follow-up performed, by any Proposer after the stated due date outside of a formal presentation to the Evaluation Committee, unless specifically requested by Polk State.

Termination

If the awarded contract is terminated or cancelled within the first year of the contract period, Polk State may elect to negotiate and award the contract to the next ranked Proposer or to issue a new RFP, whichever is determined to be in the best interest of Polk State.

Governing Law and Venue

Any contract resulting from this Request for Proposals (RFP) shall be governed by the laws of Florida, without giving effect to the choice of laws principles thereof, and is deemed to have been executed, entered into, and performed within Florida. The parties hereby irrevocably submit to jurisdiction in Florida, and venue shall lie in the Polk County Courts. The parties hereby waive any objection to such jurisdiction and venue.

Force Majeure

Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under the Contract resulting from this RFP or interruption of performance resulting directly or indirectly from acts of God, accidents, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.

Americans with Disabilities Act

The contractor shall comply with the Americans with Disabilities Act. In the event of the contractor's non-compliance with the non-discrimination clauses of the Americans with Disabilities Act, or with any other such rules, regulations or orders, any contract resulting from this RFP may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further contracts.

Anti-Discrimination Clause

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, and the implementing rules and regulations provided by the Secretary of Labor are incorporated herein.

Unauthorized Employment of Alien Workers

The College does not intend to award publicly funded contracts to those entities or affiliates who knowingly employ unauthorized alien workers, constituting a violation of the employment provisions as determined pursuant to Section 274A of the Immigration and Nationality Act.

EEO Statement

Polk State is committed to assuring equal opportunity in the award of contracts and, therefore, complies with all laws prohibiting discrimination on the basis of race, color, religion, disability, national origin, or gender.

Conflict of Interest

All Proposers must disclose with the Proposal the name of any officer, director, or agent who is also an employee of Polk State. All Proposers must disclose the name of any Polk State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer's firm.

Service and Warranty

Unless otherwise specified, the proposer shall define any warranty service and replacements that will be provided during and subsequent to the performance of this contract. Proposers must explain on an attached sheet to what extent warranty and service facilities are provided.

Patents 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 materials.

Liability

The supplier shall hold and save the College, its officers, agents, and employees harmless from liability of any kind in the performance of this contract.

Insurance Requirements

1. Applicability

Only the awarded firm must comply with the following insurance requirements. Please do not include a certificate of insurance with your Proposal. The awarded firm will be required to provide a certificate of insurance at the time of contract execution.

1. Requirements

- a. The contractor shall procure and maintain, through the term of this contract insurance coverage reflecting at a minimum, the limits and coverage required by the College and Florida Statutes.
- b. The contractor shall bear the full and complete responsibility for all risk of damage or loss of equipment, products or money resulting from any cause whatsoever and shall not penalize the College for any losses incurred in association with this Contract.
- c. At the time of contract execution, the contractor shall provide a Certificate of Insurance for such coverage to the College for approval, indicating the producer, insured, carrier's name and BEST rating, policy numbers and effective and expiration dates of each type of coverage required. The Certificate of Insurance shall be signed by the insurance carrier's authorized representative and shall identify the Polk State College as added insured as required.
- d. All insurers must be qualified to lawfully conduct business in the State of Florida. Failure of the College to notify the contractor that the certificate of insurance does not meet the Contract requirements shall not constitute a waiver of the contractor's responsibility to meet the stated requirements. In addition, receipt and acceptance of the certificate of insurance by the College shall not relieve the contractor from responsibility for adhering to the insurance limits and conditions of insurance required within this Contract. Misrepresentation of any material fact, whether intentional or not, regarding the contractor's insurance coverage, policies, or capabilities, may be grounds for termination of the contract as determined solely by the College. This paragraph shall survive the expiration or termination of the Contract.
- e. All Policies must be Occurrence Form only. "Claims made" insurance policies are not acceptable.
- f. All policies should have a Best Rating of A-/VI or better.
- g. Policies other than Worker's Compensation shall be issued only by companies which maintain a Rating of A- or better and a Financial Size Category of VI or better according to the A.M. Best Company.
- h. Policies for Worker's Compensation may be issued by companies authorized as a group self-insurer by Florida Statute 624.4621, formerly 440.57.

- i. The contractor shall furnish college with certificates of insurance which shall include a provision that policy cancellation, non-renewal or reduction of coverage will not be effective until at least thirty (30) days written notice has been made to college.
- j. Contractor shall include PSC as an additional insured on the General Liability and Automobile Liability insurance policy required by the Contract. All of Contractor's sub-contractors shall be required to include PSC and Contractor as additional insured on their General Liability insurance policies.
- k. The contractor shall not commence work under this Contract until all insurance required as stated herein has been obtained and such insurance has been approved by PSC.
- l. In the event the Proposer is a governmental entity or a self-insured organization, different insurance requirements may apply.
- m. Misrepresentation of any material fact, whether intentional or not, regarding the Proposer's insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing contract.

Background

Polk State College, established in 1964, is a multi-campus institution serving over 20,000 students with Bachelor of Applied Science, Bachelor of Science, Associate of Arts, and Associate of Science degrees, as well as a wide range of certificate and workforce training options. The College also operates three charter high schools.

Polk State's advantages include small class sizes; hands-on learning; dedicated faculty; day and night classes; online options; affordable tuition; excellent financial aid; a diverse community and vibrant student life, including fine arts opportunities, clubs, and intercollegiate athletics.

The College currently has a web presence that is outdated in appearance and functionality. The website was last updated and relaunched in 2013. There are several constituencies that are involved in decision making roles for the website. The overall vision and goals for the College's website are overseen by the Office of Communications & Public Affairs (OCPA). In recent years, the College has limited access for content creators to the website. Instead, each department submits content for review and consideration and OCPA is responsible for the day-to-day approvals and management of web page content and layout. Coding is handled by the hosting vendor.

Polk State College is accepting proposals to design, develop, host, and maintain a new website. It is the College's intent to solicit proposals to provide website design, website hosting, and website maintenance services for Polk State College. The award of contract resulting from this RFP will result in a multi-year contract renewable annually, up to five (5) one-year contracts.

Project Goals

1. Design and develop a flexible, informative, up-to-date website that is driven by user experience and user interface design principles (UX/UI) that is responsive to various viewing platforms (viewable on mobile devices, tablets and laptops, and desktop computers).
2. Host the College's website at a secure, off-site location with redundant back-up protocols routinely exercised, redundant Internet connections, and 24/7 technological support.
3. Include a web-based database-driven content management system that allows key personnel to easily update content without accessing source code, and that anticipates future content additions with the development of user-selected, pre-defined templates to choose from that dictate the layout and color scheme.
4. Include tools for search engine optimization and social sharing.
5. Conduct a detailed analysis of the College's existing website and propose site architecture and navigation mapping. Develop a plan and timeline to migrate existing website content to the new website.

6. Review existing web content and recommend improvements based on industry best practices, including the consolidation and deletion of unnecessary content and web elements. Vendors will also ensure that all web content meets ADA compliance standards.

Scope of Services

The selected firm will partner with the College to develop a redesigned web presence that attracts, engages, and retains credit and non-credit students. The website shall clearly market the College's available programs and services and highlight that Polk State College is the first choice in higher education in Polk County.

The site shall provide a simplified front-end enrollment and registration, including the cost, tuition, fees, and available tools for payment, such as financial aid and scholarships.

The information provided regarding payment shall comply with all federal requirements for educational websites. The site shall incorporate easy, self-directed selection options for academic programs and offerings. The site shall develop key stakeholder areas and subsequent pages for students, parents, alumni and faculty and staff. The site shall also highlight key Polk State events, announcements, and services. The site shall also highlight the College's event calendar, map, directory and giving opportunities. The site shall seamlessly connect to the College's social media channels. The project budget is not to exceed \$175,000.

The selected firm will partner with the Polk State's website steering committee, the Office of Communications & Public Affairs, and a representative group of content creators at the College to redesign and populate revised content into the new CMS templates. The College currently uses a WordPress content management system (CMS), for the College's website and will continue to utilize this system for website management or one recommended by the successful bidder of equivalent or superior quality and functionality. The College is also in the process of moving to a new enterprise resource program, Ellucian Banner, and it's expected that the site will integrate components including academic calendars and employee directories.

The selected firm will host the College's website in its entirety and invest in business continuity practices, including conducting and maintaining regular website back-ups as well as redundant Internet connections along with 24/7 technological support, to ensure the College's business continuity related to the website.

Currently, the Polk State website is hosted off-site by a vendor with routine back-ups. The College uses the content management system WordPress, version 6.2. OCPA manages and updates website content; however, major updates to the structure of the site require vendor webmaster development and programming, and this occurs periodically each year.

The website is predominantly for external community engagement.

While the site is used daily by certain College stakeholders, the primary focus of the site needs to be recruitment and retention of students as well as engagement with students, faculty, staff, and the surrounding community.

The site will not house information that is exclusive to current students, employees, or prospective employees, however, it can be used as a "lobby" where visitors can be directed to alternative sites including:

- PASSPORT for current students and employees.
- Canvas for current students.
- PIE for employees.
- Careers.polk.edu for prospective employees

Vendor must accomplish the following outline of five phases related to the website redesign project:

Phase I: Research & Discovery

- Compare current website design and content against multiple peers selected by the College.
- Audit current site content for quality and potential for migration to new site and use of SEO with regard to industry best practices.

- Onsite meetings with OCPA and a representative group of content contributors formed for website redesign organization.
- Survey prospective students and influencers (parents/family, advisors) as well as current students and conduct focus groups with current and prospective students to better understand current and emerging site/content needs.
- Establish benchmarks for measuring efficacy of redesigned site.
- Report out findings, along with recommendations and strategy for remainder of the project; summary should include an articulation of users and a prioritized recognition of their content needs.

Phase II: Information Architecture

- Create a site map for proposed redesign that recognizes all pages related to audience needs, and map user flows accordingly.
- Develop wireframe and refine wireframe through testing and present wireframe to the university via organizational groups created for website redesign project.
- Develop wireframe for the overall site including service areas critical to prospective and current students (Admission, Financial Aid, Career Services, etc.) and to the College's academic pathways.
- Refine wireframes through testing and include annotations in presentation of wireframe to the College.

Phase III: Design

- In collaboration with OCPA, review a range of peer and aspirational peer sites to identify a desirable aesthetic for the redesign.
- With a primary focus on optimizing look and performance for mobile users, produce three design concepts for presentation to the College, which will select one design for further development and execution.
- Create secondary and tertiary page designs to push the overall design deep into the website.
- Produce a complete style guide for the site that addresses use of color, type fonts, photography, videography, and forms and that is accessible for all content managers and contributors, no matter their level of skill or experience.

Phase IV: Content Creation & Migration

- Create a multi-channel content strategy that includes social media, search engines, e-mail, and printed admissions materials with the redesigned website at its center and a messaging framework to guide implementation of that strategy.
- Working with OCPA, create a bank of brand compliant photography and other visual assets sufficient to support the redesigned site for at least one year after launch.
- Provide guidance for content creation in the form of content templates and training for content coordinators and contributors across the College. The vendor shall provide a minimum of three training sessions, at least two of those training sessions on the website content management system are to be directed for a small number of content creators including the Office of Communications & Public Affairs, and the additional detailed, higher-level training session shall be directed for the College's designated webmaster.

Phase V: Development

- Working with the WordPress content management system (or an equivalent or superior system as recommended by the vendor), fully develop the redesigned site, supporting any custom programming, development of any necessary HTML and cascading style sheets.
- Migrate content from the existing site to the redesigned site with an emphasis on full page development deep into the site.
- Fully develop the redesigned site, supporting any custom programming, development of any necessary HTML and cascading style sheets.
- Ensure that any developed templates can incorporate emergency notification messages and the templates must work in conjunction with the College's automated emergency notification system called Everbridge.

- Work with the College’s graphic designer to create consistent and standardized templates for all pages that ensure that pages conform with the Polk State branding and identity manual.
- Ensure that SSL certificates obtained by the College are integrated into templates and pages as needed.
- Using approved documents from previous phases, build, apply, and test new responsive design templates. This will include a plan for setting up local servers, and migration of all existing content. All custom code documentation should be configured and delivered to OCPA.
- The vendor will work with the OCPA to review, test and deploy the new templates. The final website will be compliant with College Standards. Vendor should perform security audit of the new website.
- Develop a transition plan based on goal six (6) in section 3. It is the College’s goal to have the website transitioned within four (4) to six (6) months of contract signing, however the vendor should develop a transition plan based on goal six (6) in section 3—if an alternative timeline is proposed it will need to be mutually agreed upon by both parties.
- The College will have final approval of the site and its date of deployment. Transition-Out Plan
- The vendor should prepare a Transition-Out Plan to be mutually agreed upon by both parties in the event of operational support being transferred to another vendor at the end of the contract period or upon termination of the contract.
- The College’s goal is for the vendor to provide this Transition-Out Plan within six (6) months of the execution of the contract. Please provide suggestions on this timeline.
- The vendor should describe the content of the Transition-Out Plan, including but not limited to, any resources required, the turnover of hosting, support, data, source code, etc.
- The College retains the rights and ownership of all content and data.

Current content:

- 1,018 page-items
- 2,867 news items
- 27,147 media items

Proposal Submittal Format

Proposers interested in being considered for the services shall submit two flash drives of the Proposal. The electronic Proposal shall be signed by a person(s) legally authorized to bind the firm.

To facilitate analysis of its submittal, the firm must prepare its proposal in accordance with the criteria outlined in the section on Evaluation Criteria. Proposals shall respond to each of the Criteria in the same order listed and use tabs to identify each section. The Proposal is limited to 70 informational pages, excluding tabs. Proposals shall be submitted in a sealed package clearly labeled as follows:

**Company
Name Return Address
RFP No. 24-02 for Website Development
Due Date: March 7, 2024 @ 4:00 pm**

Polk State College emphasizes that the Proposer concentrates on accuracy, completeness, and clarity of content. The Proposer must use sections and tabs that are clearly identified and must number and label all parts, pages, figures, and tables in its proposal. For consistency and ease of review, the following divider tabbed sections shall be used in the submittal:

1. Letter of Transmittal
2. Company Information
3. Company Licenses

4. Costs
5. Hosting Costs
6. Maintenance Costs
7. Scope of Work
8. Workload and Schedule
9. Software License Conditions
10. Qualification/Experience of Firm
11. Qualification/Experience of Project Personnel
12. Resolution of Litigation and Disputes
13. Location
14. References

Additional information, within the 70 informational page limit, excluding tabs, can be included in tab section 12 at the discretion of the firm. Please include your company name and logo on both the cover and on the spine. If a firm's proposal deviates from these instructions, such proposal may, at Polk State College's sole discretion, be rejected.

Tab Detailed Information

Tab 01 – Letter of Transmittal

Proposers shall include the following information/submittals:

Letter of Transmittal: This one-page letter will summarize in a brief and concise manner, the Proposer's positive commitment to perform the work in a professional and timely manner. Additionally, it should include the statement "**All information submitted is certified to be true and accurate.**" The letter must be signed by an official authorized to make such commitments and legally enter into a contract with Polk State College and must indicate the official's title or authority.

Tab 02 – Company Information

Please provide an overview and history of your company, including the following information:

1. Proposer Information: Please complete the Proposer Information form, Appendix C, and submit it in this section of the Proposal.
3. Acknowledgment of Addenda: Include the acknowledgment page (signed and dated) of the last/final addendum issued by Polk State College, if applicable.
4. W-9 Form: Submit a completed W-9 form (www.irs.gov/pub/irs-pdf/fw9.pdf).
5. Drug-Free Workplace: If applicable, provide a statement concerning the Proposer's status as a Drug Free Workplace (DFW), Appendix D. In accordance with Florida Statute 287.087, whenever two or more proposals are determined to be equal, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.
6. History of Firm: Include a chronological history of your firm. Include items such as:
 - Date incorporated.
 - Current Personnel.
 - Office location(s) opening dates.
 - Completion dates of major projects
 - Any "firsts" or notable events experienced by the firm.
7. Subsidiaries: Name any subsidiary or affiliated companies in which principals have a financial interest. Explain in detail the principals' interest in this company and the nature of business.

Tab 03 – Company Licenses

1. Please provide copies of licenses as follows:
 - a. If Proposer is a corporation, provide a copy of the certificate from the Secretary of State verifying that the Proposer's corporate status is in good standing.
 - b. Local business license.
2. Proposals submitted by firms under "joint venture" arrangements or other multi-party agreements must submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents and amendments resulting from negotiations/award of this RFP.

Tab 04 – Costs

Please respond to the following statements and questions in Paragraph format in this order. NOTE: All costs for all products needed to make the proposed solution fully functional should be included in this section.

1. Describe your pricing model and methodology.
2. What billing term options are available (monthly, annually, etc.)? What are your proposed payment terms?
3. Based on the following assumption, please provide complete pricing as a separate attachment. Label attachment. Pricing must include the following:
 - a. All One-time costs.
 - b. Implementation cost estimates including any travel or other expenses.
 - c. Training costs both during implementation and ongoing.
 - d. Support (details required and if there are multiple tiers of support available).
 - e. Other items not described previously.
4. If you have pricing levels or tiers that are based on certain numbers, provide the tiers and the pricing associated with them.
5. Please describe any and all features and/or services that will cost extra.

Tab 5 – Hosting Cost

If applicable, provide a detailed cost breakdown for a hosted option for delivering the system.

Tab 6 – Maintenance Cost

Provide a detailed description of the ongoing customer service and support services that will be provided to Polk State College as part of its ongoing maintenance agreement.

Tab 7 – Scope of Work

The Project Description and Scope of Work includes information on the services needed by Polk State College. Describe how your firm will provide the services. Delineate the scope and detailed descriptions of all work the proposer will perform to fulfill the contract. Provide a summary of your approach to the project including estimated time schedule.

Tab 08 - Workload and Scheduling

Provide a detailed discussion of the recommended plan for the project being proposed, fully explaining how you plan to implement the project within the context of other systems currently in use and considering the need to integrate and/or interface with these systems so as not to disrupt day-to-day operations within the College. The preliminary written project plan should clearly articulate project management methodology and contain clearly marked milestones and deliverables for all phases of the project. The plan shall describe how and when each implementation stage will be accomplished, timeframes for training and meetings, data conversion techniques and expectations, testing and live cutover, and status reports and issue resolution.

Tab 09 – Software License Conditions

Specify the terms and conditions for using the licensed software proposed in response to this RFP. Include the license documents for all software, installation, and maintenance services.

Tab 10 - Qualification/Experience of Firm

1. Company Credentials: Provide a brief statement of qualifications that includes the firm's size/staffing. Detail any information that would give the Proposer an advantage in completing this project.
2. Current and Recently Completed Projects: Please provide examples of your projects that are comparable type, size, and complexity and that best illustrate the experience of the firm and the staff being assigned to this project. Include at least 2 projects.
3. Applicability: Clearly indicate that the project was awarded to, and performed by, your firm. In addition, please provide the final project cost for each example provided.

Tab 11 – Qualifications/Experience of Staff

1. Organizational Chart: Provide an organizational chart, as it will relate to this project, indicating key personnel and their relationships.
 - a. Indicate each staff member's assignments and responsibilities.
 - b. Include photos of key staff, if possible.
 - c. Indicate which positions are full-time or part-time.
 - d. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.
2. List of Project Staff: Include a synopsis, in table format, of all personnel who will be assigned to the project. The columns should be titled: Project Position, Employee Name, Current Title, Number of Years with Firm.
3. Credentials: List the experience of each employee within the firm that will be assigned to this project.
 - a. Include current job description, resume, education/college degrees, licenses, and professional certifications.
 - b. Designate number of years with firm and whether all experience is while employed by the proposer's firm. Please, follow the list below for completeness:
 - Name, title, and assignment (position) for this project.
 - Resume which includes:
 - Number of years with this firm.
 - Number of years with other firms.
 - Experience:
 - List all projects.
 - List of similar projects.
 - Size of projects (dollar value and square footage/scope).
 - Specific project involvement.
 - Education/degrees earned.
 - Active registration/certification/licenses.
 - Current job description or overview of current position.
 - Other experience and qualifications relevant to this project.

Tab 12 - Resolution of Litigation

1. Summary of Litigation: Provide a summary of any litigation, claim(s), or contract dispute(s) which have been finalized/decided by a Court of Law, which were filed by or against the Proposer in the past five years (complete and submit a **Disputes Disclosure form**, Appendix G).
2. The summary shall include:
 - a. The basis of the lawsuit, litigation, claim, or contract dispute (ex: Breach of Contract),
 - b. A brief description of the case.
 - c. The outcome.
 - d. The monetary amounts involved.
3. The disclosure can be limited to:
 - a. Cases which are related to contractual services provided in the regular course of business.
 - b. The regional/district office that will be supporting this Contract.
4. Guideline: What information to include/exclude.
 - a. In the “Resolution of Litigation” section of your Proposal, include:
 - The parties to the lawsuit.
 - The basis of the lawsuit (ex: Breach of Contract, Improper Design).
 - The monetary amount claimed/requested.
 - The monetary amount settled/paid.
 - Identify if it is a third-party lawsuit.
 - b. Include lawsuits such as:
 - Breach of Contract.
 - Deficient services.
 - Oversight in design / design defects.
 - Errors or omissions.
 - Economic loss due to late completion of your services/delays.
 - Negligence (regarding your services).
 - Negligence in overseeing projects.
 - c. Exclude lawsuits such as:
 - Liens/lawsuits filed by you due to non-payment (by your client) after attempts to collect outstanding accounts receivable have been unsuccessful.
 - Third-party lawsuits/lawsuits where you were dismissed from the case because you were not directly involved.
 - Landlord/tenant lawsuits.
 - Cases where you were granted summary judgment and released from the lawsuit.
 - Improper termination of employment.
 - Negligence cases such as a slip-and-fall on your office premises.
5. Pending Litigation: Include any information regarding your firm being involved in any potential or pending litigation.

6. Potential Disputes: List any pending or forthcoming disputes that are known.
7. Liquidated Damages: Indicate whether your firm has ever been assessed liquidated damages or delay damages. Include details.
8. Sanctions: List any regulatory or license agency sanctions.
9. Lost Accounts/Clients: Provide a complete list of all accounts lost (early termination or non-renewal). Include contact names and telephone number, length of service at each account, and reason for loss. This list can be limited to the regional/district office which will be supporting this contract and may be limited to the past five years.
10. Canceled Accounts: Provide a complete list of all accounts canceled/terminated by the Proposer prior to the expiration date. Include contact name and telephone number, length of service provided, and reason the Proposer chose to cancel the contract. This list can be limited to the regional/district office that will be supporting this contract and may be limited to the past five years.
11. Contract Denial: Indicate if your firm has been denied a contract award by a public entity on which you submitted the low bid. Explain in detail.

Tab 13 - Location

1. Include a simple/small map that shows your firm’s location relative to the project and Polk State’s Winter Haven Campus. Maps are available at www.mapquest.com or maps.google.com.
2. Identify the location of the specific office that will have direct responsibility for this project.
 - a. Identify the county where this office is located.
 - b. Include number of miles and drive-time to/from the project site and Polk State’s Winter Haven Campus.
3. Points will be awarded based on the specific office having direct responsibility for this project:

Location	Points
Polk County	5
Bordering County (Hardee, Highlands, Hillsborough, Lake, Osceola, Orange, Pasco, or Sumter)	3
Florida, excluding the above locations	2
Outside of Florida	1

Tab 14 - References – Continental United States, Hawaii, and Alaska only

1. Provide the following from at least five references, Appendix H. If possible, include reference letters from the Client on each of the three most closely related projects that the firm has completed.
2. Do not include as a reference Polk State College staff or District Board of Trustees (DBOT) members.
3. The Evaluation Committee considers both the information provided by the references and the percentage of replies received.

Evaluation of Criteria

The Evaluation Committee (Evaluation Committee) will evaluate the written proposals to determine who to shortlist and interview based upon the Proposal Evaluation Criteria below. After the evaluation process, those firms presenting the most responsive statements will be shortlisted and asked to present a personal interview before the Evaluation Committee.

Polk State College reserves the right to accept or reject any proposal in the best interest of the College.

Polk State College reserves the right to award the contract to the next most qualified firm if the successful firm does not begin the contractual services within 15 days of signing the contract and/or if an acceptable fee cannot be negotiated.

The evaluation criteria will be based on a consensus scoring method among the Evaluation Committee members. The proposals will be ranked highest to lowest with a total maximum score of 100 based on the following criteria:

Criteria	Point Value
Organizational Experience and Related Work: The proposer has successfully completed similar projects and has the qualifications necessary to undertake this project (Experience with higher education preferred).	15
Website Design: The proposer’s website solution addresses the established service goals for website design, development, and hosting, as well as the requirements outlined in the Scope of Services section regarding research, architecture, and content.	20
Expertise of Project Team: The proposer demonstrates the expertise of the project team to recommend and communicate appropriate technical and aesthetic solutions as evidenced by the proposal. In addition, the proposer’ team demonstrates artistic and innovative, user-friendly interfaces that engage communities and viewers	15
Quality and Completeness of Proposal: The proposer presents a high quality and complete proposal, with the information presented in a clear, logical, well-organized manner.	10
Proposal Price: Price, including value added: Proposal provides comprehensive cost information as requested in the RFP in addition to benefits, features, and services in relation to the cost.	20
General Organization Structure and Financial Strength: The proposer demonstrates the financial capacity, leadership, and resources to undertake and complete the project.	10
References: Evaluation of company’s references and reputation, and specifically their experience.	5
Location: As describer on page 17.	5
Total:	100

Selection Process

1. Short-Listing

The written Proposals received in response to this Request for Proposals (RFP) will be evaluated and ranked by the Evaluation Committee comprised of not less than five voting members in accordance with the process and evaluation criteria and utilizing the attached Ranking Sheet. Various (non-competing) Professional Consultants and representatives from Polk State College Procurement Services Department may also be present during this process as non-voting members of the Committee. A ranking shall be established by totaling the sum of the scores given to each Proposer by all voting members of the Evaluation Committee. The Committee has the option to select (short-list) and/or award a minimum of two Proposer's who may give a presentation at a later date to the Evaluation Committee.

No information will be released by Polk State College after the due date for submission of the Proposals until the selection of the short-listed firms has been made. All submitting firms will receive notification of the Proposer's selected. The ranking established for short-listing will carry forward to the next portion of the process. In accordance with the CCNA, Polk State College reserves the right to conduct or not conduct interviews, at its sole discretion.

Non-Responsive proposals will be rejected by the Procurement Services Department and will not be distributed to the E-Team for consideration. Additionally, the Evaluation Committee may determine that one or more required submittals/documentation are so inadequate as to be determined to be non-responsive. A proposal may be non-responsive due to:

- a. Late submission.
- b. The proposer does not meet minimum requirements.
- c. Failure to follow the required format listed.
- d. Failure to sign the proposal.
- e. Failure to acknowledge addenda (unless all changes are not material, ex: extending the due date).
- f. Failure to provide required submittals / documentation.
- g. Failure to register as a prospective submitting firm.

The list of short-listed Proposers will be posted on the dedicated webpage and the ITB/RFP bulletin board in the Procurement Services Department.

2. Notification of Short Listing

The short-listed Proposers will be notified, as follows:

- a. An email will be sent to those firms who have been short-listed, notifying them of the place and time of their interview/presentation.
- b. Specific questions/clarifications that the Evaluation Committee would like for all Proposers to address will be included in this notification.
- c. Should the Evaluation Criteria for the Oral Presentations be changed, the revisions will be included in the email.

3. Reference Check

The Purchasing Department shall perform a written reference check.

1. page reference questionnaire will be emailed to each of the references listed in the Proposal.
2. A written tabulation of the responses will be provided to the Evaluation Committee

4. Oral Presentation/Interview

Scores from the written evaluation will not be brought forward to the oral presentation / interview. Only preference of position in interview order will be advantaged by short-listed ranking.

Oral presentations are tentatively scheduled for the date listed in Appendix A. Proposers should plan fifteen minutes for introductions and presentations and 30 minutes for questions and discussion in a “sit down” meeting format.

The Evaluation Committee would like those individuals who will be directly involved in the project to attend the presentation/interview.

If you use PowerPoint presentation, which the College prefers, a flash drive of the presentation must be provided to the Procurement Services Manager.

Polk State College will provide a computer and a screen for your use. Short-listed firms should bring their PowerPoint presentation on a flash-drive. Short-listed firms may bring their own equipment to use for PowerPoint (or other) presentations if they choose.

The Oral Presentations are exempt from the Sunshine Law, FS 286.011, and therefore, are not open to the public. However, they will be recorded and made available for review.

5. Identical or Tie Scores

In the event two or more Proposers are deemed equal during the evaluation process, the following criteria, in order of importance, shall be used to break said tie:

1. Drug Free Workplace (Appendix D),
2. Proposer’s place of business is within Polk County,
3. Proposer’s place of business is within the State of Florida,
4. Prompt Payment Discounts,
5. Flip coin.

6. Evaluation Criteria Rating Sheets

The Selection Committee will evaluate the Proposals received in response to this Request for Proposals (RFP) based on the Evaluation Criteria included in this document. The Evaluation Committee will utilize the attached Evaluation Rating Sheets for both the Short Listing and Oral Presentation/Interview portions of the process.

7. Recommendation

The Evaluation Committee will recommend to the College President and, upon her approval, then to the District Board of Trustees of Polk State College.

The recommendation for ranking that moves to the District Board of Trustees will be posted for review by interested parties at the Procurement Services Department for a period of at least three working days.

8. Negotiation and Award

Polk State anticipates award to the highest ranked Proposer, judged by Polk State to be the most advantageous. Final approval of the ranking of Proposer(s) shall be by Polk State's District Board of Trustees at a regularly scheduled public meeting.

The RFP and ranking process does not constitute an offer, agreement, or a contract with the Proposer. Once the ranking is approved, negotiations will commence with the top-ranked firm. Failure to complete negotiations with the firm ranked first will result in negotiations with the firm ranked second, and so on. The Contract will become binding upon approval by the appropriate level of authority within Polk State College and executed by the parties.

The process will be in accordance with FS 287.055, the Consultants’ Competitive Negotiation Act (CCNA).

Protests

Failure to file a protest to Polk State College's Procurement Services Department within 72 hours of posting of the recommendation for award shall constitute a waiver of proceedings.

Exclusive Rights

The contract will NOT grant exclusive rights to all service requirements of Polk State College.

AFFIRMATION

By submission of a proposal, Proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this RFP and the resulting contract.

Appendices List

Appendix	Type	Description
A	Informational	Procurement and Selection Timeline
B	As applicable	Statement of No-Proposal
C	Required	Proposer Information
D	Required	Drug Free Workplace Form
E	Required	Non-Collusion Affidavit of Prime Proposer
F	Required	Dispute and Disclosure Form
G	Required	References
H	Required	Woman-, Minority-, Veteran-Owned Business Statement

Appendix A

Polk State College	
RFP # 24-02	For: Website Design, Development, Hosting, and Maintenance
Project Location:	

PROCUREMENT SELECTION AND TIMELINE	
Request for Proposal (RFP) - Release Date	
Deadline to Submit Questions to purchasinggroup@polk.edu	
Answers to Questions Posted to www.polk.edu/purchasing/	
Due Date for Proposals and Proposal Opening	
Evaluation Committee Meeting and Short Listed Selection for Presentations	
Short listed Presentations - Round 1	
Short Listed Presentations - Round 2 (<i>If needed</i>)	
Evaluation Committee Meeting and Firm Selection	
Intent to Award	
College Board of Trustees Contract Approval	

Appendix B

Polk State College	
RFP # 24-02	For: Website Design, Development, Hosting, and Maintenance
Project Location:	

STATEMENT OF NO-PROPOSAL

If your company does not intend to propose on this procurement, please complete and return this form prior to the date shown for receipt of proposals via email to purchasinggroup@polk.edu, or mail to:

Polk State College
 Procurement Services Department
 999 Avenue H, Northeast
 Winter Haven, Florida 33881-4299

We, the undersigned, have declined to propose on the above-referenced RFP for the following reason(s):

- Scope of Work or Terms & Conditions are too restrictive (please provide feedback below).
- Unable to meet requirements (please provide feedback below).
- RFP was unclear (please provide feedback below).
- Insufficient time to respond.
- We do not offer this type of service or equivalent.
- Unable to meet insurance requirements.
- Other (please provide feedback below).

Remarks and Feedback:

Please remove us from your Vendor Database

Company:		Date:	
Signature:		Printed Name:	

Appendix C

Polk State College	
RFP # 24-02	For: Website Design, Development, Hosting, and Maintenance
Project Location:	

PROPOSER INFORMATION	
Proposer (Company) Name:	Formerly:
Mailing Address:	Street Address:
City, State, Zip:	City, State, Zip:
Type of Entity: <i>(check one)</i> Corporation Partnership Proprietorship Joint Venture	
Contact Person:	Title:
Email Address:	Website Address:
Telephone Number:	Toll-Free Phone Number:
Fax Number:	Cell Phone Number:
Federal Employer Identification Number (FEIN):	SSN (if Sole-Proprietorship or Partnership): <i>Only required if FEIN is not provided</i>
Incorporated in the State of:	Year:
General Contractor License #:	
Available Bonding Capacity: \$	Aggregate: \$ Single Project Limit: \$
Surety Company:	A.M. Best Rating:

Appendix D

Polk State College	
RFP # 24-02	For: Website Design, Development, Hosting, and Maintenance
Project Location:	

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

_____ does:
(Company Name)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (2), notify the employees that, as a condition of working on the commodities or contractual services that are underbid, 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 days after such conviction.
5. Impose a sanction on or require 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 and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this procurement.

Authorized Signature (Officer)

_____ Date

_____ Printed or Typed Name

_____ Title

Appendix E

Polk State College	
RFP #	For: Website Design, Development, Hosting, and Maintenance
Project Location:	

NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

State of _____ County of _____, being first duly sworn, deposes and says that:

He/she is _____ of _____, Proposer that has submitted the attached Bid;
He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid.

Neither the said Proposer nor any of its officers, partners, owners, agent representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person, to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Board of Trustees of Polk State College.

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Authorized Signature (Officer).

Date

Printed or Typed Name

Title

Appendix F

Polk State College	
RFP # 24-02	For: Website Design, Development, Hosting, and Maintenance
Project Location:	

DISPUTE AND DISCLOSURE FORM

Answer the following questions by checking the box after "YES" or "NO". If you answer "YES", please explain via attachment.

Disclosure can be limited to the regional/district office which will be supporting this Contract.

YES	NO	Has your firm, or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulation or any other regulatory agency or professional association within the last five years?
YES	NO	Has your firm, or any member of your firm, been declared in default, terminated, or removed from a contract or job related to the services your firm provides in the regular course of business within the last five years? If yes, indicate company name, contact name, and telephone number, length of service provided, and reason for early cancellation/termination of contract.
YES	NO	Has your firm filed against it or filed any requests for equitable adjustment, contract claims or litigation in the past five years that is related to the services your firm provides in the regular course of business? If yes, state the nature of the request for equitable adjustment, contract claim or litigation, a brief description of the case, the outcome or status of suit and the monetary amounts involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this procurement:

Authorized Signature (Officer)

Date

Printed or Typed Name

Title

Appendix G

Polk State College	
RFP # 24-02	For: Website Design, Development, Hosting, and Maintenance
Project Location:	

REFERENCES			
Proposer (Company) Name: _____			
Client Name / Address	Contact Person	Telephone and Email	
	Name:	Phone:	
		Toll Free:	
		Email:	
	Name:	Phone:	
		Toll Free:	
		Email:	
	Name:	Phone:	
		Toll Free:	
		Email:	
	Name:	Phone:	
		Toll Free:	
		Email:	

Appendix H

Polk State College	
RFP # 24-02	For: Website Design, Development, Hosting, and Maintenance
Project Location:	

WOMAN-, MINORITY-, VETERAN-OWNED BUSINESS STATEMENT
<p>Type of Business: <i>(Check as applicable)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Black-American Business Enterprise includes primary business ownership by persons having origins in any of the Black racial groups of Africa. <input type="checkbox"/> Hispanic American Business Enterprise includes primary business ownership by persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race. <input type="checkbox"/> Native American Business Enterprise includes primary business ownership by American Indians, Eskimos, Alaskan Indians, Aleuts, and Native Hawaiians. <input type="checkbox"/> Asian-Pacific American Business Enterprise includes primary business ownership by persons whose origins are from Japan, China, Taiwan, Korea, Southeast Asia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and Northern Marianas. <input type="checkbox"/> Asian-Indian American Business Enterprise includes primary business ownership by persons whose origins are from India, the Indian Sub-Continent, and Pakistan. <input type="checkbox"/> Woman-Owned Business Enterprise <input type="checkbox"/> Veteran-Owned Business Enterprise includes primary business ownership by persons who are currently serving or who has been honorably discharged in the United States Armed Forces.
<p>Note: MBE and WBE are defined by Federal Register 49 CFR, Part 23, as a business firm which as at least 51 percent owned by minority or women group members, or in the case of a publicly owned business, at least 51 percent of the stock of which is owned by the minority or woman. The minority or woman ownership must exercise actual day-to-day management and control of the business.</p>
<p>Company Name:</p>
<p>Certified by <i>(name of Public Entity, if applicable)</i>:</p>
<p>Certificate Number <i>(attach copy, if applicable)</i>:</p>
<p>Polk State College reports M/WBE expenditures to the State of Florida's Office of Supplier Diversity (OSD) on an annual basis.</p>

END OF REQUEST FOR PROPOSALS PACKAGE