**Appendix B**

**Aircraft Listing**

Company: Date:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| N-Number | Serial Number | Make | Model | Year | Airframe Total Time | Engine Time (Total/SMOH) | Equipment (VFR/IFR/Glass) | Hourly Rate |
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**Appendix C**

**Price Quote**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course  Number | Ground Hours/Cost per hour | FSTD Type Hours/Cost per hour | Aircraft Type Hours/Cost per hour | Aircraft Type Hours/Cost per hour | Training Materials | FAA Knowledge/ Practical Test | Total Course Cost | With Block Discount |
| Aircraft or FSTD Type |  |  |  |  |  |  |  |  |
| ATF 1100L |  |  |  |  |  |  |  |  |
|  |  |  |  |  |
| ATF 2305L |  |  |  |  |  |  |  |  |
|  |  |  |  |  |
| ATF |  |  |  |  |  |  |  |  |
| 2211L |  |  |  |  |  |
| ATF |  |  |  |  |  |  |  |  |
| 2403L |  |  |  |  |  |
| ATF |  |  |  |  |  |  |  |  |
| 2500 |  |  |  |  |  |
| ATF |  |  |  |  |  |  |  |  |
| 2530 |  |  |  |  |  |
| ATF |  |  |  |  |  |  |  |  |
| 2510 |  |  |  |  |  |

Proposer: Date:

List Additional Costs or Details on Separate Sheet.

**Appendix C**

**EXAMPLE**

**Price Quote**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course**  **Number** | **Ground Hours/Cost per hour** | **FSTD Type Hours/Cost per hour** | **Aircraft Type Hours/Cost per hour** | **Aircraft Type Hours/Cost per hour** | **Training Materials** | **FAA Knowledge/ Practical Test** | **Total**  **Course**  **Cost** | **With Block**  **Discount** |
| Aircraft or FSTD Type |  | FRASCA  141 | Piper Sport | PA-28 | CBT |  |  |  |
| ATF 1100L | 12 | 7 | 5 | 3 | $450 | $150 | $3615 | $2892 |
| $45 | $120 | $195 | $220 |  |
| ATF 2305L |  |  |  |  |  |  | $2985 | $2388 |
|  |  |  |  | $450 |
| ATF |  |  |  |  |  |  |  |  |
| 2211L |  |  |  |  |  |
| ATF |  |  |  |  |  |  |  |  |
| 2403L |  |  |  |  |  |
| ATF |  |  |  |  |  |  |  |  |
| 2500 |  |  |  |  |  |
| ATF |  |  |  |  |  |  |  |  |
| 2530 |  |  |  |  |  |
| ATF |  |  |  |  |  |  |  |  |
| 2510 |  |  |  |  |  |
|  |  |  |  |  |  |

Proposer: Ace Aviation Academy Date: April 27, 2015

List Additional Costs or Details on a Separate Sheet.

**Appendix D**

**Compliance Survey**

D.01 COMPLIANCE: The proposer, by signing their proposal certifies agreement with the terms of this ITN and further certifies compliance with all defined terms and conditions.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.02 PROVISION OF SERVICE: The Contractor shall use its best efforts, skills and abilities to perform, or cause all others employed or retained by it (including, without limitation, the Instructors) to perform the following services (collectively, the “Services”) in accordance with the standards of care, diligence and professional skill consistent with recognized aviation industry practices, which Services shall comply with, satisfy and be subject to all applicable federal, state, county and local statutes, codes, laws, rules, regulations, ordinances, orders and standards (collectively, the “Applicable Laws”), including, but not limited to the applicable FAA regulations.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.03 FLIGHT TRAINING SERVICES: During all term(s) of this Agreement, the Contractor will provide flight training for the Students (“Flight Training”) for courses of descriptions as set forth in (Appendix “A” attached hereto) and incorporated herein by this reference as such courses may be amended by the parties (the “Flight Courses”). The Contractor shall provide sufficient Instructors and Aircraft to enable completion of the specific types of Flight Training for each Student in accordance with the Flight Courses. All Flight Training provided by the Contractor shall be in compliance with Part 141 or Part 61 of the Federal Aviation Regulations, 14 CFR or any successor provision thereto.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.04 FLIGHT TRAINING SCHEDULES & ADMINISTRATION OF COURSES: The Flight Training course syllabi provided by the Contractor shall be in accordance with FAA requirements and be coordinated with the College’s Flight Training Representative. Any significant departure from the syllabi by the Instructors must be coordinated with the College’s Aviation Representative and pre-approved in writing by the College. The Contractor shall permit the College’s Flight Training Representative to coordinate the registration of Students for Flight Courses. The Contractor shall agree to provide weekly student flight training status reports, to include hours flown, stage completion status and exam results, unsatisfactory or incomplete lessons or lesson subtasks, remedial or extra instruction given, and instructor amplifying remarks and comments.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.041 Contractor awarded any resulting agreement shall maintain a flight progress folder, including the number of each student’s dual and solo flying hours completed. Only the following individuals are allowed by Florida Statute to inspect or request copies of this folder; the student involved, the contractor's flight instructor and chief flight instructor, the College’s Flight Training Representative, or the College Registrar.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.042 Contractor agrees to comply with all regulations and procedures established by the Veterans Administration and the College’s Veterans Affairs Enrollment Services Manager for administering aviation training programs

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.043 Contractor agrees that it will not assign during any term of this contract either its duties or rights under this agreement to any other person or corporation.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.05 COURSE OUTLINES AND CONTENT: Contractor shall provide each student with a course syllabus, including hourly lesson plans for each Flight Course offered on behalf of the College.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.06 CONTRACTOR PERFORMANCE: The Contractor will ensure that each student has been briefed by the College’s Flight Training Representative PRIOR to initiating any action to enroll students in flight training.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A. Contractor agrees to provide enough flight instructors and aircraft throughout any College term so as to allow timely completion of each student’s training.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Partnerships and Cooperative Agreements: The College prefers all possible internship and job placement opportunities for both its pilot and aerospace administration students. Proposers are encouraged to include a narrative, labeled as “Response to Appendix D.06 (B)” of what internships (employment with or without pay), other “on-the-job-training,” and job placement opportunities that will be made available by the flight training provider as appropriate for any or all fields of the aviation industry that pertain to the provider's operation.

Narrative Attached? \_\_\_Yes \_\_\_No If No, Explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. TO BE RESPONSIVE, Contractor shall partner with the College to approve the College’s ground school courses listed on Appendix A under the Contractors FAA Part 141 certificate.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. TO BE RESPONSIVE, contractor shall partner with the College to incorporate the flight simulation devices listed in Section 4 into their Part 61 training and/or their Part 141 Training Course Outline (TCO) and syllabi, in order to maximize the benefits of scenario-based flight simulation training.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.07 INSTRUCTORS: The Contractor agrees and shall ensure that at all times the Instructors used to provide Flight Training hereunder will:

A. Hold a current and valid FAA Flight Instructor’s Certificate and appropriate ratings as required and all other required qualifications listed herein.

Comply? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Have completed a standardization flight check within the preceding twelve month period by the Contractor’s chief pilot or other qualified person in accordance with Part 141 Flight School requirements.

Completed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.08 COLLEGE ACCESS TO CONTRACTOR’S PREMISES/AIRCRAFT/EQUIPMENT/RECORDS PERTAINING TO THE COLLEGE’S FLIGHT TRAINING PROGRAM: Contractor agrees that the College’s Flight Training Representative, State Auditor General’s Office, and such other authorized personnel of the College’s District Board of Trustees (Board) shall have scheduled access to the Contractor’s premises, aircraft, equipment, and records utilized by the Contractor to confirm the quality of instruction, invoicing, and other matters relating to the Contractor’s performance of the Services.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.081 For the purposes of exercising due diligence and flight training program assessment, Contractor agrees that the College’s Flight Training Representative, and other qualified and designated College instructors, shall be permitted to periodically conduct “quality of instruction” monitoring and flight training student oversight via actual delivery of flight lessons and/or flight or ground lesson observation of students with his or her designated instructor.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.09 SALE OF EQUIPMENT/MATERIALS: The Board or its authorized representative reserve the right to approve all materials and ancillary equipment which the Contractor shall offer for sale to the Students and the price to be charged for such materials and equipment; provided, however, that the Board’s approval shall not be unreasonably withheld so long as such prices are in conformity and not exceed the prices generally charged locally for such materials and equipment.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.10 AIRCRAFT & EQUIPMENT OPERATION: Contractor shall have the responsibility and duty to determine the manner in which the Contractor’s aircraft and equipment shall be operated during Flight School training and shall develop and distribute to each Student the Contractor’s rules, operating procedures and practices. The College agrees that its students shall observe and obey all orders which may be given by the contractor’s instructors during the training period. The Contractor shall have the responsibility to recommend in writing to the College’s Flight Training Representative dismissal of a particular Student from Flight Training for reasons of failure to demonstrate satisfactory performance in any phase of Flight Training or for reasons of failure to abide by the regulations distributed to each Student by the Contractor for Flight Training or operation of Aircraft or being financially delinquent. All sources of remediation should be investigated prior to recommendation to terminate flight training. Actual termination will only take place upon the agreement of the Contractor and the College’s Flight Training Representative.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.11 PROVISION OF AIRCRAFT: For purposes of conducting the flight Training hereunder, Contractor agrees to supply training aircraft appropriate for the training required as stipulated in Appendix A. The proposed types of aircraft for each Course are to be listed on the fixed price list pages in the area provided. The types and quantity of aircraft must be approved by the College’s Flight Training Representative. During the term of the contract, the Contractor may not change types and quantity of aircraft without written notification to the College.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.111 Contractor shall maintain the following minimum equipment in operational condition.

Contractor agrees that its flight equipment shall:

A. Maintain in an operative condition the minimum equipment for Day/Night VFR/IFR operations as appropriate, for the type of training being provided, in accordance with 14 CFR Part 91.205.

B. Maintain the necessary equipment to operate in Class B, C, D, and E airspace.  
C. For commercial complex training, shall contain all of the equipment listed in   
 the ITN and meet all FAR requirements for complex aircraft.

Agreed? \_\_\_\_Yes \_\_\_\_No If No Explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.112 Contractor agrees that throughout the Term of this Agreement, the Aircraft will be fully insured as defined herein required, fully certificated by the FAA, Federal Communication Commission (FCC), and will be operated in compliance with all applicable laws and applicable airworthiness directives, licenses and registrations.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.113 In addition, the Contractor will not use or permit the Aircraft:

A. To be operated or located in any area excluded from the coverage by the insurance required in accordance with the “Insurance Section” of this ITN defined hereunder and

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. To be used for Flight Training if the College’s Flight Training Representative has a reasonable doubt as to the Aircraft’s material condition. Unacceptable aircraft material condition will be determined through visual inspection, logbook verification, or excessive outstanding discrepancies as determined by the College’s Flight Training Representative and Contractor’s director of maintenance.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.114 Contractor shall, at its sole cost and expense, furnish all fuel and oil, all maintenance, repairs and major overhauls as set forth in the “Maintenance & Inspection Section” below and all other services to maintain the Aircraft in good operating condition as specified in all applicable FAR regulations.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.12 MAINTENANCE & INSPECTION: Contractor agrees, at its sole cost and expense, to maintain, service, overhaul, repair, replace, inspect and test each Aircraft and each of its parts and components, including, without limitation, the engines, the airframes and the avionics and instruments in accordance with FAA-approved maintenance and inspection programs and in accordance with all other Applicable Laws, so as to keep the Aircraft and its parts and components in good operating condition and so as to maintain the airworthiness certificate of the Aircraft. In addition to the foregoing, the aircraft to be used for Instrument Flight Training shall be maintained in accordance with all Applicable Laws, including, without limitation, FAR Sections 91.411, 91.413 and 91.171 so that all instrument checks necessary for legal IFR flight are current and logged in as required thereby. The Contactor also agrees to maintain both the interior and exterior of the Aircraft in a neat, clean and presentable condition. The Contractor shall have access to available certified maintenance and appropriate hangar facilities for engine and airframe maintenance and repair and be able to obtain certified avionics repair. Contractor shall perform all such maintenance and repair work in a professional and workmanlike manner consistent with industry standards and in strict conformance with Applicable Laws to keep the Aircraft in completely airworthy condition as required for use under this agreement. Contractor shall ensure that normal flight operation will not be excessively hindered due to maintenance problems and will make all such arrangements to see to such.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.13 AIRCRAFT AVAILIBILITY: In the event that any aircraft identified in resultant agreement becomes or will become unavailable for a prolonged period of time (greater than seven calendar days), Contractor shall notify the College in writing and provide immediate access to a substitute aircraft that is at least of the same capability and at the same hourly rate to the student.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.14 STUDENT ACCOMMODATION: In the event that any Aircraft is grounded for mechanical reasons during Flight Training instruction at a pre-approved training destination other than its home base, Contractor shall in addition to repairing the Aircraft, make appropriate arrangements, to accommodate any Students who are required to remain overnight at the Contractor’s cost.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.15 STUDENT MEDICAL CERTIFICATION: Prior to the commencement of any Flight Courses, Contractor shall ensure that the Students have received an appropriate medical certificate issued by an FAA Medical Examiner. The Contractor shall not provide course instruction to any Student who has not received such certificate and provided a copy thereof to the Contractor. The Contractor shall maintain copies of all certificates for a period of one year after expiration of the Term. The failure to obtain the certificate shall be a material breach of this Agreement which, in addition to such other remedies to which the Board may be entitled, would entitle the Board to terminate this Agreement for cause.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.16 PRICES: The prices quoted herein are valid for and will remain fixed and firm during the initial agreement period or until change in price due to changing equipment or significant fuel costs has been approved by the College in writing. If the Contractor proposes to make any changes in price, the Contractor shall submit the requested changes and justification for the changes to the College at least 60 calendar days prior to the beginning of the next academic term when the requested change would be effective. A written acknowledgement will be returned to the Contractor within fifteen (15) business days. The Contractor will be notified after the College’s Board of Trustees (who meets monthly) has approved or disapproved the requested changes and the effective date of the change. The Contractor may not increase costs to College students (including the addition of a temporary fuel surcharge) until approval has been given in writing by amendment of the written agreement and is signed by both parties. Prices will remain fixed and firm during the length of a defined agreement term.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.17 INVOICES: The Contractor shall submit to the College, invoices for ground and flight training completed with enrolled students. Those invoices will be validated by the College’s Flight Training Representative and submitted to the College’s Bursar’s office/Accounts payable department for payment. Both the Contractor and College Flight Training Representative will track student’s available funds. Contractor agrees to net 30 days payment terms after receipt of an accepted invoice to receive payment for services rendered via College check from the College’s accounts payable department.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.18 RECORDS AND REPORTS: Contractor shall prepare and maintain all records, logs, manuals and other materials required by the FAA and any other applicable governmental authority having jurisdiction over the operation of the Aircraft to be maintained in respect of the Aircraft or any of its parts and components. In addition, Contractor shall keep and maintain accurate books and records relating to the provision of any of the Services hereunder, including, without limitation, the Flight Training records for the Students. The State Auditor General, the Board or its authorized representatives shall have the right to inspect, copy and audit without cost all such books and records upon reasonable written notice during normal business hours.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.19 EMPLOYEE ADMINISTRATION: It is understood and agreed that the Contractor is thereby responsible for administrative employment taxes, providing workers compensation coverage, obtaining disability, liability and life and group health insurance and providing for pension plan coverage as well as non-obligatory fringe benefit programs for its employees, where applicable.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.191 The Contractor agrees to hold Polk State College harmless from direct out-of pocket expenses of same which may result from the Contractor failure to withhold these taxes, failure to provide benefits for their employees, or failure to conduct itself in accordance with applicable State and Federal Law.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.20 FAMILIARITY WITH LAWS: All proposers are required to comply with all Federal, State and Local Laws, Codes, Rules and Regulations controlling the action or operation of this proposal. The relevant laws include but are not limited to FAA Regulations, the Americans with Disabilities Act, Office of Education State Requirement for Education Facilities (SREF), Florida Statute 402.301 – 402.319, OSHA regulations, and all Civil rights legislation. All references in this ITN to the Applicable laws shall be deemed to be references to such laws, codes, rules and regulations as the same may be amended from time-to-time and any successor laws, codes, rules and regulations.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.21 LICENSING: Contractor will be responsible for obtaining and paying for all necessary licenses and permits and providing copies to the College representative.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.22 INSURANCE REQUIRED:

A. During any term of this agreement, Contractor shall maintain in full force and effect, with underwriters licensed to do business in the State of Florida the following insurances in addition to those outlined in Special Conditions #8.01:

1. Aircraft Hull & Liability: Covering the Contractor’s operation of all owned or non-owned aircraft with a limit of liability of no less than $1 million dollars combined single limit per occurrence. Inclusive at least $100,000 per passenger limit including providing evidence of insuring all aircraft used for training College students.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. The policy providing aircraft liability coverage shall also include student and renter pilot liability, specifically covering the operation of Polk State College students, with a Limit of Liability of no less than $100,000 combined single limit per occurrence. No “per person” or “per passenger” sub-limits shall be accepted.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Comprehensive General Liability insurance including Airport premises Liability and Contractual Liability covering the Flight School’s premises operations with a limit of liability of no less than $1,000,000 combined single limit.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. It shall be the responsibility of the Contractor to maintain Worker’s Compensation Insurance as required by Florida Statutes.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Both the aircraft policy and the comprehensive general liability policy shall be endorsed to include the following:

a. That the College, its officers, directors, trustees, and employees are included as additional insured and granted a waiver of subrogation under all coverages.

Polk State College requires the following statement to be placed on the Liability Certificate of Insurance:

“Polk State College, its officers, directors, trustees and employees are to be additionally insured as to the terms and agreements of ITN #15-02 from date of commencement to six months after the date of completion.”

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. That as respect to the interests of Polk State College, its officers, directors, trustees, and employees that the insurance coverages provided shall not be invalidated by any act or omission of the Contractor.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. That the hull insurance provided shall include a waiver of subrogation as respects to physical damage coverage shall be included in favor of students enrolled in the Polk State College flight training program(s).

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. With this submittal the Contractor will provide a written statement from your insurer that if awarded this contract they will provide the College with a certificate of insurance confirming all coverages required in this ITN #15-02 and resulting agreement and providing that the coverages shall not be cancelled or materially changed without Polk State College first receiving 30 calendar days written notice prior to such cancellation, non-payment notification to Contractor of change.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e. Policies shall be placed with an insurance company or companies and insurance agent or agency licensed to do business in the State of Florida.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. ADDITIONAL STIPULATIONS:

1. Contractor releases the College, its trustees, students, its officers, agents, and employees, from any and all claims and liabilities of any type whatsoever for damages to, loss of, or destruction of any property of the Contractor, its officers, agents, servants, and employees, and the property of any person, firm, corporation, or other party, and for injury to or death of students, Contractor’s officers, agents, servants, and employees, and for injury to or death of any students furnished by the College and of any other person or persons which may now or hereafter arise out of or result from or be in any way connected, directly or indirectly, with said training or the performance of this appointment. The Contractor further agrees to indemnify and save and hold harmless the College, its officers, its students, agents and employees from and against any and all claims and liabilities of any type whatsoever and for damage to, loss of or destruction of any property of a person (including but not limited to, Contractor’s officers, students, agents, servants, and employees), firm corporation and/or other party, and for injury to or death of any person or persons (including, but not limited to the students of the College and officers, agents, servants, and employees of the Appointee) which may arise out of or result from or be in any way connected, directly or indirectly, with Contractor’s, its employees, agents and subcontractors performance of said training performance under this Agreement.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.23 PROTECTION OF PROPERTY: The successful proposer shall at all times guard from damage or loss to the property of the College or its students or of other vendors or contractors and shall replace or repair at its cost any loss or damage unless such be caused solely by the College, its vendors or sub-contractors. The College may withhold payment or make such deductions as it might deem necessary to insure reimbursement for loss or damage to property caused through the negligence of Contractor, its employees, subcontractors or agents.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.231 In the event of a reported pending weather disturbance, Contractor shall be solely responsible for protection of their own equipment/aircraft. The College will not be responsible for the evacuation or the security of Contractor equipment or aircraft during, or immediately on public notification via the media of a Hurricane or Tornado Warning. The College will not be responsible for any claims to Contractor equipment/aircraft.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.24 REPRESENTATION & WARRANTIES OF THE CONTRACTOR: Contractor hereby represents and warrants to the College Board the following, acknowledging that the Board is relying thereon in executing a resultant Agreement.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A. Contractor has all requisite power and authority to perform its obligations under this ITN/Resultant Agreement and, upon execution and delivery of this Agreement by the parties hereto, this Agreement will constitute the legal, valid and binding obligation of the Contractor, enforceable in accordance with its terms;

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. There are no suits or proceedings pending, or to the knowledge of the Contractor, threatened in any court or before any regulatory commission or other administrative governmental agency against or affecting the Contractor or its Instructors to be used in providing the Services, which, if adversely determined, will have a material adverse effect on the ability of the Contractor or any of its Instructors to perform their obligations hereunder;

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. Contractor is not in default under any instrument or agreement to which it is a party or by which it or any of its properties or assets may be bound, or in violation of any applicable laws, which default or violation may reasonably be expected to have a material adverse effect on the financial condition of the Contractor;

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D. The Contractor, the Instructors and all other persons and entities which will be used by the Contractor to provide the Services hereunder currently hold all permits, licenses, certificates, registrations, qualifications and other authorizations, which are necessary to provide the Flight Training and the other Services:

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E. Contractor has valid legal title or possessory interest to, or use of, the proposed Aircraft and the necessary flight equipment and airport facilities for performance of the Services, and operates or uses, as the case may be, and inspects and maintains the Aircraft and such equipment and facilities in full compliance with all Applicable Laws, including, without limitation and with respect to the Aircraft, FAR Sections 91.411, 91.413 and 91.171: and

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F. The information contained in the Contractor’s most recent annual financial statement furnished with this ITN is true and correct as of the date of such statement, has been certified by a public accountant, and contains no material omissions of fact relating to the financial condition of the Contractor.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.25 TORT IMMUNITY: The College hereby reserves to itself any and all tort immunity as provided to it by the laws of the State of Florida. It is hereby agreed that the College’s liability is limited to the extent permitted by the Florida Constitution and Florida Statute 768.28 or any amendments thereto.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.26 INDEMNIFICATION: The Contractor shall indemnify and hold harmless the College Board and their agents and employees from and against all claims, losses and expenses including attorney’s fees arising out of or resulting from the performance of the work provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, its Subcontractor, or anyone directly or indirectly employed by any of them or anyone to whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.27 In any and all claims against the College or any of their agents or employees by any employee of the Contractor, its Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, and indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under Workmen’s Compensation acts, disability benefit acts, or other employee benefit acts.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.28 The duties and responsibilities of the College’s District Board of Trustees (Board) shall be as set forth below.

D.29 PROVISION OF STUDENT LISTS AND INFORMATION: The Board, through its authorized Flight Training Representative, agrees to provide to the Contractor at the beginning of each College term a list of the Students registered for Flight Training courses to be taught by the Contractor as soon as such lists are available from the College Registrar. In addition, the Board shall make available to the Contractor the services of the College’s Flight Training Representative to review Flight Course reports and other records relating in any way to the Contractor’s provision of Flight Training, to respond to any reasonable requests for information or to resolve any problems or issues arising from the Contractor’s performance of the Service.

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.291 The College and the Contractor agree to confer concerning the scheduling of Flight Training and Simulator Training and to arrange an overall schedule that will be established between the student and the Contractor; however the College reserves the right to request that said scheduling will conform to the overall College schedule thus reserving the right to request that said scheduling will conform to the overall College program during any corresponding Agreement period(s).

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

D.292 PAYMENT: During the term of this Agreement, the Board shall pay the Contractor, by College check, for the performance of the Services hereunder on the basis of completed deliverables dates set forth in the (PRICE LIST) section. Payment shall be made by the Board’s authorized representative within 30 calendar days following receipt of the accepted invoices and the supporting documentation references in (INVOICES) hereof. The prices set forth in the (PRICE LIST) section shall not be subject to adjustment once a College term has commenced. The prices shall be subject to adjustment, at the College’s sole option and prior to the start of a new College term, only if the Contractor provides written notice of such request for adjustment at least 60 calendar days prior to the commencement of the next College term. Said written notice shall include adequate substantiating documentation demonstrating to the Board’s reasonable satisfaction that there exist circumstances beyond the Contractor’s reasonable control which justify such adjustment, (i.e., significant increases in aviation gasoline costs beyond the rates defined in this ITN or changes in Applicable Laws).

Agreed? \_\_\_\_Yes \_\_\_\_No If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix E**

**Provider Information and Background Survey**

To be considered responsive, proposers shall respond to all interrogatories in this section. Proposers have the option to respond in a separate document, for areas requiring supplemental information beyond the areas allowed in the ITN document, using the numbering protocols and headings established in this section. The College evaluation committee will evaluate responsive written proposals submitted. Failure to include a definitive response as to how you propose to meet all the ITN requirements may be grounds for the College to consider your proposal non-responsive.

**E.01 Company Qualifications**  (0-20 points)

The committee evaluation will include reference to your company’s past experience and current FAA 141 certification or Part 61 past experience. The committee will assign 0 – 20 points to proposers based on the degree of their past related experience and qualifications.

E.011 Name of school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E.012 Address/Airport(s) currently operating out of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E.013 Year your business started providing FAA flight training at the above locations(s)? \_\_\_\_\_\_\_\_\_\_

Note: To be responsive, proposer shall have been providing FAA certified flight training for at least two (2) full years.

E.014 Name of person completing ITN.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E.015 School’s Owner:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E.016 Primary Contact Person

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E.017 Are school’s building/hangars/ramp leased? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please complete #E.018.

E.018 Lease Holder

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E.019 Have you previously partnered with other Colleges and Universities for flight training?

\_\_\_\_\_\_Yes \_\_\_\_\_\_No

If so, please describe briefly here the College/University name and additionally complete #E.0111 below. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E.0110 Briefly, how did the College/University aviation staff and faculty participate in the collaborative delivery and evaluation of flight, ground, and simulator training?

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E.0111 Define below any similar flight school contracts lost/not renewed over the past 10 years including the contact name and phone number.

|  |  |  |  |
| --- | --- | --- | --- |
| Client | Contact Person | Phone Number | Year Contract Lost |
|  |  | ( ) |  |
|  |  | ( ) |  |
|  |  | ( ) |  |
|  |  | ( ) |  |

E.0112 How many certified flight instructors (CFI) and flight school staff /administrative employees does your company have?

CFIs:

In Northeast Florida? \_\_\_\_\_\_\_\_ In Florida?\_\_\_\_\_\_\_\_ In the USA? \_\_\_\_\_\_\_\_\_

Staff/Administrative Employees:

In Northeast Florida? \_\_\_\_\_\_\_\_ In Florida?\_\_\_\_\_\_\_\_ In the USA? \_\_\_\_\_\_\_\_\_

E.0113 What are the locations where you currently manage similar flight school services?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E.0114 If awarded, how quickly could you begin to provide the defined services? It is the College’s intent is to recommend to its Board award of contract in the June 2015 timeframe, with a proposed start date in the September 2015 timeframe.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Weeks after award of contract?

E.0115 Describe below your current insurance coverage carried by your school, including limits and also in detail your agreement to meet the College’s insurance requirements defined herein.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E.0116 Does the school currently have a pilot school certificate issued under 14 CFR Part 141?

Yes \_\_\_\_ No \_\_\_\_\_

Provisional? Yes \_\_\_\_ No \_\_\_\_\_

If yes to either question, discuss time held, number of renewals, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E.0117 Do your currently utilize a Commercial Off-The-Shelf (COTS) curriculum for flight and ground training, or are your curricula of your own design?

COTS\_\_\_\_ Proprietary curricula\_\_\_\_

If COTS, specify the publisher and titles of all current curricula \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: The College will request to review your training curricula during the site visit phase of the review process. There is no need to submit your training curricula for review with this ITN.

E.0118 Notate below what airplane and other categories of training are included on your current certificate?

Private? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CFI?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instrument? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ CFII? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commercial? \_\_\_\_\_\_\_\_\_\_\_\_ MEI?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Multi-engine Rating? \_\_\_\_\_\_ ATP? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type Ratings? \_\_\_\_\_\_\_\_\_\_\_\_ Helicopter?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (Gliders, Gyroplane, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E.0119 School’s Principal Operations Inspector (POI)

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E.0120 Does the school have self-examining authority? If so, please briefly provide details below.

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E.0121 Does the school have relationships established with companies, specifically for the purpose of placing graduates in pilot positions? Yes \_\_\_\_ No \_\_\_\_\_

If so, please briefly provide details below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E.0122 How many students are currently enrolled in and have recently graduated from your flight school?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Location A | | Location B | | Location C | |
| Enrolled? | Graduated in 2014? | Enrolled? | Graduated in 2014? | Enrolled? | Graduated in 2014? |
| Private |  |  |  |  |  |  |
| Commercial |  |  |  |  |  |  |
| Instrument |  |  |  |  |  |  |
| Multi |  |  |  |  |  |  |
| CFI |  |  |  |  |  |  |
| CFII |  |  |  |  |  |  |
| MEI |  |  |  |  |  |  |
| ATP |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |

Location A: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location B: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location C: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E.0123 Provide recent history of the last 10 Private Pilot student completions in the table below similar to the sample table provided below.

Sample:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Hours to Solo | Hours at Checkride | Pass on 1st Attempt (Y/N) | Pass on 2nd Attempt (Y/N) | Pass on 3rd Attempt (Y/N) |
| John Pilot | 18 | 54 | N | Y |  |
| Sally Solo | 12 | 42 | Y |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Hours to Solo | Hours at Checkride | Pass on 1st Attempt (Y/N) | Pass on 2nd Attempt (Y/N) | Pass on 3rd Attempt (Y/N) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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E.0124 Briefly describe below what financial assistance and counseling services are available to your flight school’s students?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E.0125 Is your flight school currently an accredited school?

Yes \_\_\_\_ No \_\_\_\_ If so, please describe below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E.0126 Have you included your company’s most recent annual financial statement which has been audited and certified by a Certified Public Accountant?

Yes \_\_\_\_ No \_\_\_\_

Note: Failure to provide with your ITN proposal a CPA audited annual financial statement may adversely affect the evaluation of your proposal.

**E.02 Safety Management Systems (SMS) and Company Safety Record** (0-20 points)

The committee will evaluate your proposal as it relates to the incorporation of discrete systems and processes that ensure standardization of flight instruction, adherence to school’s policies and procedures, protocols for students and instructors internal reporting of violations and initiating corrective measures, conformity to all FAA regulations and requirements for operations and maintenance, etc. The committee will assign 0 – 20 points to proposers based on their responses to the questions in this section.

E.021 Briefly describe below your flight school’s comprehensive Safety Management System (SMS) and culture.

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E.022 Briefly describe below any incidents/accidents/mishaps the school has experienced in the past 10 years?

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E.023 If the school has experienced any accidents, provide below the NTSB accident numbers.

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E.024 Has your school been involved with any FAA-issued flight violations or enforcement actions?

Yes \_\_\_\_ No \_\_\_\_\_

If “Yes,” explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E.025 If the school has a record of any prior instructor or student flight violations, did certificate action or civil penalties or criminal actions result?

Yes \_\_\_\_\_\_ No \_\_\_\_\_\_\_

If “Yes,” explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**E.03 Proposed Solution/Scope of Services** (0 – 50 Points)

The committee will evaluate your proposal as it relates to the solicited solutions to partner with the College to provide flight training services and assign evaluation points as to the degree of your proposal meeting or exceeding the ITN preferred requirements as defined herein. (0 – 50)

E.031 The College requires that the flight training contractor be co-located with the program at the Lakeland-Linder Regional Airport (KLAL) as this is a key component in creating and maintaining a successful collegiate flight training program of study, due to importance of integrating ground, flight, and simulator instruction.

A. How do you propose basing and operating your training aircraft and personnel in order to successfully integrate with the College?

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B. It is understood that full integration with the College’s program will require a transition to operations at Lakeland-Linder (KLAL). Describe below your concept and timeline for implementation of a LAL-based operation:

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E.032 The awarded contractor shall agree to:

A Establish/maintain during all terms of this contract an FAA-approved flight school under Part 141.

Agreed? \_\_\_\_\_Yes \_\_\_\_\_No

B. Provide Flight Training Equipment such that:

1. The quantity of aircraft is sufficient to fly approximately 2500 flight hours and to train approximately 50 students each year, at contract inception.

Agreed? \_\_\_\_\_\_Yes \_\_\_\_\_\_No

2. The College Flight Training Representative (CFTR) is to be notified when any aircraft is down for a prolonged period of time (>7 calendar days), causing a suspension of flight training, and shall present to the CFTR a written plan of action when equipment is unavailable for extended periods (>7 calendar days).

Agreed? \_\_\_\_\_Yes \_\_\_\_\_\_ No

3. College staff shall be afforded access to Contractor status board, log books, and student records as scheduled.

Agreed? \_\_\_\_\_Yes \_\_\_\_\_\_No

E.033 The College will collaborate with the awarded contractor for joint marketing of the program. Describe below your current marketing strategy, and how you would envision adapting that strategy towards collaboratively marketing with the College. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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A. Do you agree to obtain the written approval of the College's communications department before any publication is published that contains the College’s name or logo.

Agreed? \_\_\_\_\_Yes \_\_\_\_\_No

E.034 If other than your own employees will be providing services under this contract, list below any such entities which will be acting as subcontractors for:

Aircraft Maintenance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instruction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E.0341 Describe below the experience and qualifications of any proposed subcontractors.

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E.035 Describe below your proposed maintenance operation.

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E.036 Briefly describe below how your school would provide students with adequate flight planning space and capabilities (i.e. phone to FSS, DUATS, WSI, high-speed internet services, etc.)

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**E.04 Proposed Fleet of Aircraft** (0-20 points)

The evaluation committee will review responsive proposals submitted and assign evaluation

points based upon how the proposed fleet makeup aligns with the College’s concept for integration of ground school, flight training, and scenario-based simulation.

E.041 Proposed training fleet. List each aircraft the school proposes to operate in support of the College’s contract. Provide in a separate document submitted with your ITN submittal, a Table with the following information: N-number, Year, Make, Model, TTAF, Owned/Leased, Avionics Suite (See example table below) Note: Due to desired stability of flight training fleet, owned aircraft are preferred over leased.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **N-Number** | **Year** | **Make** | **Model** | **TTAF**  (total time on airframe) | **Owned/Leased** | **Avionics Package (brief description of most significant features and capabilities)** |
| N123AB | 1985 | Cessna | 172P | 9500 | Owned | Example: GNS430, KAP-140, Dual VOR/ILS, (details at proposer’s discretion) |

E.042 Note: The College’s intent is to contact (as part of the ITN for finalists) each aircraft owner who is leasing back any airplane to the flight school to gain information about the school’s performance under the terms of the leaseback contract.

Note below the Name and telephone number of aircraft owners who are leasing planes back to the flight school:

Name Phone # Aircraft \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**E.05 Staff FAA Certification/Training/Maintenance Experience**  (0-20 points)

The evaluation committee will review responsive proposals submitted and evidence provided that demonstrates the formal educational experience and past employment experience of your proposed flight school instructional and maintenance staff. The committee will assign up to 20 points based on their qualifications, certifications, and the degree of related experience.

E.051 Does the school directly employ A & P mechanics? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, provide below the number and qualifications (Airframes, Powerplants, Inspection Authorization, DME)

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E.052 Instructors.

A. Provide trained, FAA certified flight and ground instructors.

It is preferred that your flight school manager, chief instructor, and assistant chief flight instructors working with the College be identified in your proposal and a short bio/resume be attached and labeled as “Response to Appendix E.052(A)”.

Please identify below:

School Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Chief Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Assistant Chief Instructor (s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Bios/Resumes attached? Yes\_\_\_\_\_ No\_\_\_\_\_

B. Contractors shall define in a table to be attached and labeled as “Response to Appendix E.052 (B)” for each instructor currently on staff and envisioned to be providing services under this contract, at a minimum, the name, qualifications (CFII, MEI, Chief, Asst. Chief, Gold Seal, etc.) and related work experience, college degree, total time (years, months) with school, total flight time, number of students trained, percentage of successful practical test on first attempt. (See sample table below.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Qualifications and Related Work Experience | College Degree | #Years/ Months with School | Total Flight Time | Total Students Trained | % Successful Practical Test on First Attempt |
| John Q. Flyer | CFII, MEI, Gold Seal, ASA check airman, | B.S. Aviation Management, Embry-Riddle | 3 yrs./2 mos. | 900 | 5 | 80% |
|  |  |  |  |  |  |  |

**E.06 Total Value to the College/Students** (0-50 points)

The evaluation committee will review responsive proposals submitted and the proposed lump sum costs for each defined course, including flight hours, briefing time, and all pilot kit items listed in the provided worksheets. The committee will develop an analytical model to evaluate the total value to the College of your proposal assigning up to 50 points to the proposal that provides the highest total value where a proposer who has a 10% higher analytical total value cost would receive 10% fewer evaluation points.

E.061 Total proposed lump sum package cost to provide all flight training services.

For E.062 Table A, use the included Price Quote Worksheet, Appendix C to this ITN to determine the total lump sum package costs and complete the provided tables below as appropriate. One Worksheet will need to be completed for each level of fuel pricing.

For E.063 Table B, use the included Price Quote Worksheet, Appendix C of the Attachments to this ITN.

Include the completed worksheets as part of your proposal labeled as “Response to Appendix E.061”.

Additionally, the College is open to considering proposer’s proprietary flight training solutions for future implementation via the College’s curricula modification process. Proposers should be aware that the College’s internal curricula modification process can be lengthy and require up to 12 months for full implementation. Table B Flight Fee Worksheet “ B” for Custom Curriculum should be used to provide lump sum costs for the proposer’s proprietary flight training solution. Additionally, proposers should provide their own version of the Price Quote Worksheet, Appendix C to this ITN to detail their courses.

E.062

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Table A - Proposed Curricula**  **Use Flight Fee Worksheet “ A” for Proposed Curricula** | **Total Price at Contractor’s Current Rates\*** | **Total Polk Price at $4.00-$5.00/gallon for Avgas\*\*** | **Total Polk Price at $5.01-$6.00/gallon for Avgas\*\*** | **Total Polk Price at $6.01-$7.00/gallon for Avgas\*\*** | **Total Flight Kits or Other Required Items Cost\*\*\*** |
| ATF1000L  Private Pilot Flight | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| ATF2305L Instrument Pilot Flight | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| ATF2221L  Commercial Pilot Flight | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| ATF2403L  Commercial Multi-Engine Add-On Flight | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| ATF2500L  CFI Airplane | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| ATF2510L  MEI Airplane | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| ATF2530L  CFI Instrument Airplane | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |

\* This column should reflect Contractor’s current delivery of their curricula.

\*\* These columns should reflect any discounts provided to the College under this proposal, including tax exemptions, volume discounts, any other voluntary discounts, etc.

E.0621 \*\*\*Define below what specific items are included in the proposed total Flight Kits or other required items cost. (i.e., flight plotters, headsets, etc.)

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E.063

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| **Table B – Contractor’s Curricula**  **Use Flight Fee Worksheet “ B” for Contractor’s Curricula** | **Total Price at Contractor’s Current Rates** | **Total Price at $4.00-$5.00 per gallon for Avgas** | **Total Price at $5.01-$6.00 per gallon for Avgas** | **Total Price at $6.01-$7.00 per gallon for Avgas** | **Total Flight Kits or Other Required Items Cost\*\*\*** |
| Contractor Class 1 Name | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Contractor Class 2 Name | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Contractor Class 3 Name | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Contractor Class 4 Name | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Contractor Class 5 Name | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |
| Continue as needed… | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ |

\* This column should reflect Contractor’s current delivery of their curricula.

\*\* These columns should reflect any discounts provided to the College under this proposal, including tax exemptions, volume discounts, any other voluntary discounts, etc.

E.0631 \*\*\*Define below what specific items are included in the proposed total Flight Kits or other required cost. (i.e., Flight Plotters, headsets, etc.)

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E.064 Cost per hour for additional hours of use of designated flight school airplanes.

Students requiring additional hours of flight training beyond the minimum hours defined above shall contract directly with the Flight Training Provider at rates per hour not to exceed those defined in contractor’s proposal which shall be attached as “Response to Appendix E.064” or using the Aircraft Listing Worksheet, Appendix B.

Attached? Yes\_\_\_\_ No \_\_\_\_ If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E.065 Cost per hour for rental, time-building, Flight Club use, etc.

Additionally, some students and/or College staff may desire to rent aircraft for personal use and/or time-building. The Polk State Aviators Flight Club or the Polk State Flight Team may wish to use the aircraft for organizational purposes. If proposer’s insurance and internal policies permit such use, please detail in a table similar to the example below and label as “Response to Appendix E.065” or using separate copies of the Aircraft Listing Worksheet, Appendix B.

|  |  |  |
| --- | --- | --- |
|  |  | Rental Cost per Flight Hour |
| A. | Airplane Make/Model | $\_\_\_\_\_\_\_\_\_\_/hr |
| B. | Airplane Make/Model | $\_\_\_\_\_\_\_\_\_\_/hr |
| C. | Add extra rows as needed. |  |

Attached? Yes\_\_\_\_ No \_\_\_\_. If No, Explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E.07 Partnerships and Cooperative Agreements** (0-30 points)

The evaluation committee will evaluate responsive proposals on the degree that they indicate strong partnerships with the College and industry partners for the purpose of helping to place/employ graduates of the program. The evaluation committee will also assess the degree that responsive proposals indicate willingness to cooperate with the College on the successful integration of ground, flight, and simulator instruction. Up to 30 points will be assigned to proposals providing the highest total partnership and cooperative agreement value.

E.071 Describe below your organization’s past experience and present or proposed partnerships within the industry that will help place College program graduates into commercial pilot positions (certified flight instructor, cargo pilot, regional airline pilot, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E.072 Describe below how you will provide students opportunities for cooperative education such as paid and unpaid internships, employment of graduates of your flight training program as certified flight instructors, employment of commercial pilot graduates or in the organization’s Part 135 charter operation, etc.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E.073 Would you be willing, or do you already have protocols in place within your FAA-approved Part 141 Training Course Outline (TCO), to incorporate the College’s delivery of Private, Instrument, Commercial, and CFI ground school courses into your program’s overall structure?

\_\_\_ Yes \_\_\_No

If yes, describe below how you have implemented such integration, or would propose to do so if awarded this contract including defining a proposal timeline.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**E.08 Finalist References** (0- 15 points)

The evaluation committee will review each finalist’s references to quantify and qualify the level of service provided to past clients. The committee will assign up to 15 points for exceptional references.

E.081 Proposers shall list below 3-5 organizational references for whom you have provided flight training services, such as those proposed in this ITN: (See example below)

Sample:

|  |  |  |  |
| --- | --- | --- | --- |
| Client | Contact Name | Phone # | # Years of Contractual Relationship |
| Miami Dade College | John Smith, Aviation Programs Manager | (305) 555-5555 | 3 |

|  |  |  |  |
| --- | --- | --- | --- |
| Client | Contact Name | Phone # | # Years of  Contractual  Relationship |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

E.082 Proposers shall list below 3-5 student references for whom you have provided flight training, and who have completed courses of instruction, resulting in FAA certification (Private, Instrument, Commercial, CFI, etc.).

|  |  |  |
| --- | --- | --- |
| Student Name | Telephone Number | Year and Type Training Received |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**E.09 ITN Finalist Site Visit/Interview (Optional)** (0- 35 points)

The evaluation committee reserves the right to schedule proposer site visits and conduct interviews of all finalists including inspection of proposed aircraft and facilities. The committee will assign up to 35 points based upon the perceived overall quality of the applicant’s operation, interviews, and the perceived overall commitment to meeting or exceeding the ITN requirements.

**E.10 Finalist Negotiation** (0 – 40 Points)

The Evaluation Committee will conduct simultaneous negotiation with the top two (2) ranked firms. The Evaluation Committee will evaluate the negotiation achievements negotiated and assign up to 40 points based on the negotiation.

**E.11 Evaluation Criteria/Basis of Award**

The College will organize an evaluation committee who will review responsive proposals submitted. The committee will meet in a public evaluation committee meeting (see schedule) and assign relative evaluation points for each criterion as defined herein. The committee will then total up each proposers points to determine which top-ranked proposers would be considered finalists. The committee would then conduct reference checks of finalists and optionally schedule a site visit/interview with all finalists or not, as deemed in the College’s best interest.

The College would then invite the overall top two (2) ranked proposers to participate in a simultaneous negotiation (SN). The SN would include negotiation of firm’s proposals, rates, and include a Best and Final Offer opportunity. The Committee would then assign 0 – 50 evaluation points for the two top ranked firms that participated in the SN.

Recommended ranking of proposers for this contract will be in order of overall grand total highest evaluation points.

It is the College’s intent to recommend to its Board authorization of College Administration to negotiate with the top ranked proposer a satisfactory contract, as deemed in the College’s best interest. If satisfactory contract(s) cannot be negotiated, negotiations will be formally terminated. The College then would begin negotiations with the next ranked proposer until satisfactory contract(s) can be negotiated and entered into.

Listed below is this ITN evaluation criteria matrix sheet the committee will utilize to evaluate your proposal.

ITN #15-02 EVALUATION CRITERIA MATRIX

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ITN Section # | Max Evaluation Points | Evaluation Criteria | Proposer | Proposer | Proposer | Proposer |
| E.01 | 20 | Company Qualifications |  |  |  |  |
| E.02 | 20 | Safety Management System/Company Safety Record |  |  |  |  |
| E.03 | 50 | Proposed Solution/Scope of Services |  |  |  |  |
| E.04 | 20 | Proposed Fleet of Aircraft |  |  |  |  |
| E.05 | 20 | Staff FAA Certification/ Training/Maintenance Experience |  |  |  |  |
| E.06 | 50 | Total Value to College/Students |  |  |  |  |
| E.07 | 30 | Partnerships and Cooperative Agreements |  |  |  |  |
|  | **210** | **Subtotal** |  |  |  |  |
| E.08 | 15 | Finalist References |  |  |  |  |
| E.09 | 35 | ITN Finalist Visit/Interview (Optional) |  |  |  |  |
| E.10 | 40 | ITN Negotiation |  |  |  |  |
|  | **300** | **ITN Grand Total** |  |  |  |  |