

INVITATION TO NEGOTIATE (ITN) 2021-10
CONFERENCE ROOM AUDIO-VISUAL UPGRADES
for
FLORIDA HOUSING FINANCE CORPORATION

August 23, 2021

SECTION ONE INTRODUCTION

Florida Housing Finance Corporation (“Florida Housing”) is soliciting competitive, sealed responses from qualified firms to provide design, equipment, installation, and support services for conference room audio-visual upgrades in accordance with the terms and conditions set forth in this Invitation to Negotiate (ITN), and any other term and condition in any contract subsequently awarded. Respondents will be selected and determined through Florida Housing’s review of each response, considering the factors identified in this ITN. Florida Housing expects to select one or more Respondents that propose to provide all of the services specified in this ITN.

SECTION TWO DEFINITIONS

For purposes of this document, the following terms will be defined as follows:

“A/V”	Audio/Visual
“Board”	The Board of Directors of Florida Housing Finance Corporation.
“Committee”	The review committee composed only of employees of Florida Housing that is established pursuant to Rule 67-49.007, Fla. Admin. Code.
“Contractor”	A person or entity providing the professional services described in Section Four of this ITN.
“Days”	Calendar days, unless otherwise specified.
“Effective Date”	The date the last party signs the contract that is awarded as a result of this ITN.
“Florida Housing”	Florida Housing Finance Corporation, a public corporation and public body corporate and politic created by Section 420.504, Fla. Stat.
“Hybrid Meeting”	Meetings that support in-person, remote dial-in, and/or PC/Mobile-app attendance.
“ITN”	This ITN, including all exhibits referenced in this document and all other documents incorporated by reference.
“PSTN”	Public Switched Telephone Network

“PTZ”	Pan-Tilt-Zoom
“Respondent”	Any person or entity who has the capability in all respects to perform fully the requirements contained in this ITN, and submits a response to this ITN.
“Response”	The written submission by an Respondent to this ITN.
“Website”	The Florida Housing Finance Corporation website, the URL of which is www.floridahousing.org .

SECTION THREE PROCEDURES AND PROVISIONS

A. This ITN includes a multi-stage process of Contractor selection. In the first stage, Respondents will submit an initial Response called a Statement of Qualifications and Services Offered (SQSO). These Responses will be scored and the review committee will select one or more Respondents to enter into a negotiation phase. Following the negotiation process, each Respondent will submit firm, final written offers (Best and Final Offer or BAFO). For both types of Responses, the Respondent will submit their Response to:

<https://www.floridahousing.org/legal/procurements/ITN-2021-10-Document-Upload>

Florida Housing must receive the entire Response on or before 2:00 p.m., Eastern Time, as Responses will be opened at that time. Any Responses received after the deadline will be considered non-responsive. One complete copy of the response in PDF format is preferred, unless specified otherwise in Section Six below, and the file name ought to contain a reference to both the solicitation number (ITN 2021-10) and the name of the Respondent. Please note that the site will ask for the Respondent's contact information and the solicitation number prior to being able to upload the Response. Florida Housing will not accept a mailed or faxed Response.

B. This ITN does not commit Florida Housing to award a contract to any Respondent or to pay any costs incurred in the preparation or mailing of a Response.

C. All services under the contract awarded are to be performed solely by the Contractor, unless subcontracted or assigned with the prior written approval and consent of Florida Housing.

D. Florida Housing reserves the right to:

1. Waive minor deficiencies and informalities;
2. Accept or reject any or all Responses received as a result of this ITN;
3. Obtain information concerning any or all Respondents from any source;

4. Request an oral interview before the Board from any or all Respondents;
5. Select for contract negotiation or for award a Response other than (or in addition to) that with the highest score in order to serve the best interests of Florida Housing and the public; and
6. Negotiate with the successful Respondent with respect to any additional terms or conditions of the contract.

E. Any interested party may submit any question regarding this ITN in writing via e-mail to the Contract Administrator at Contract.Admin@floridahousing.org. All questions must be submitted no later than 2:00 p.m., Eastern Time, on September 8, 2021. Phone calls will not be accepted. Florida Housing expects to respond to all questions in writing by 5:00 p.m., Eastern Time, on September 15, 2021. Florida Housing will post a copy of all questions received and the corresponding answers on Florida Housing's website at:

<http://www.floridahousing.org/legal/procurements/invitations-to-negotiate>.

Only written responses or statements from the Contract Administrator that are posted on our website will bind Florida Housing. No other means of communication, whether oral or written, may be construed as an official response or statement from Florida Housing.

F. The SQSO must be submitted no later than 2:00 p.m., Eastern Time, on September 22, 2021. **NOTE:** SQSOs are not public records subject to the provisions of section 119.07(1), Fla. Stat., until such time as the Corporation provides notice of a decision pursuant to section 120.57(3)(a), Fla. Stat., or as provided in Section 119.071(1), Fla Stat.

G. Demonstrations and Negotiations with selected Respondents will occur between October 25 and 29, 2021.

H. The BAFO from Respondents selected for negotiations must be submitted no later than 2:00 p.m., Eastern Time, on November 10, 2021. Between the release of the solicitation and the end of the 72-hour period following the posting of the notice of intended award, respondents to this solicitation or persons acting on their behalf may not contact any member of Florida Housing's Board of Directors or any Florida Housing employee concerning any aspect of this solicitation, except in writing to the Contract Administrator. Violation of this provision may be grounds for rejecting a response.

I. Between the release of the solicitation and the end of the 72-hour period following the posting of the notice of intended award, respondents to this solicitation or persons acting on their behalf may not contact any member of Florida Housing's Board of Directors or any Florida Housing employee concerning any aspect of this solicitation, except in writing to the Contract Administrator. Violation of this provision may be grounds for rejecting a response.

J. Any person who wishes to protest the specifications of this ITN must file a protest in compliance with Section 120.57(3), Fla. Stat., and Rule Chapter 28-110, Fla. Admin. Code.

Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., will constitute a waiver of proceedings under Chapter 120, Fla. Stat.

K. The term of the contract will be for three years, subject to satisfactory performance at the sole discretion of Florida Housing. If the parties mutually agree in writing, the contract may be renewed once for an additional three years.

L. Florida Housing is not required to use the services of any selected Contractor or to assign any work to such provider, and may terminate the contract with any selected Contractor without cause and without penalty.

M. Pursuant to Rule 67-49.004, Fla. Admin. Code, Florida Housing may modify the terms of the ITN at any point prior to the due date for Responses. A notice of such modification will be posted on Florida Housing's Website. Any Respondent will have at least seven days from the date of the posting of the notice of the modification to submit or modify its Response.

N. The terms of this ITN, and any modifications thereto, will be incorporated into any contract offered as a result of this ITN. Failure of a successful Respondent to accept these obligations in the final contract may result in cancellation of the award.

SECTION FOUR SCOPE OF SERVICES

Florida Housing is seeking a qualified firm to assist with the design, equipment, installation, and support of audio-visual equipment for four small conference rooms and one large multi-use conference/presentation space, primarily to increase the effectiveness of Hybrid Meetings.

A. Design

As a part of their Response, Respondents will provide designs of proposed A/V solutions that meet Florida Housing's needs.

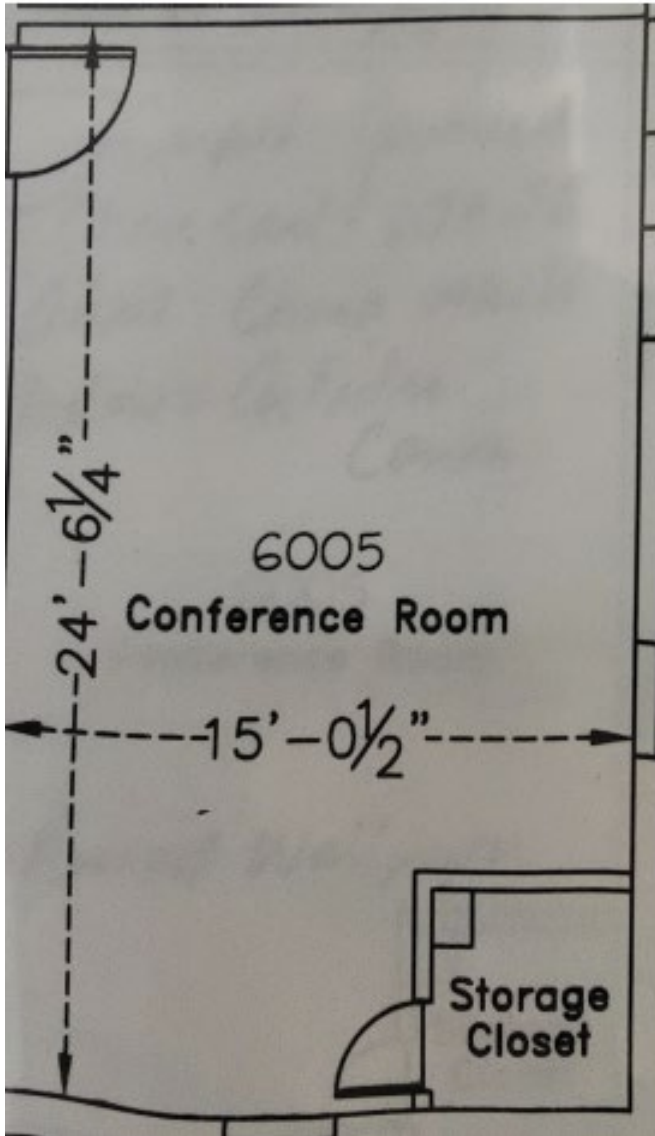
For reference, the following are schematics and pertinent information for the five conference rooms.

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1. Rick Seltzer Memorial Conference Room (multi-use space)
 - a. Ambient noise level: 62 decibels
 - b. Schematic. Please note that the room dimensions have changed from the image below such that the room is currently 60' long with 10' of closet space in the back of the room.

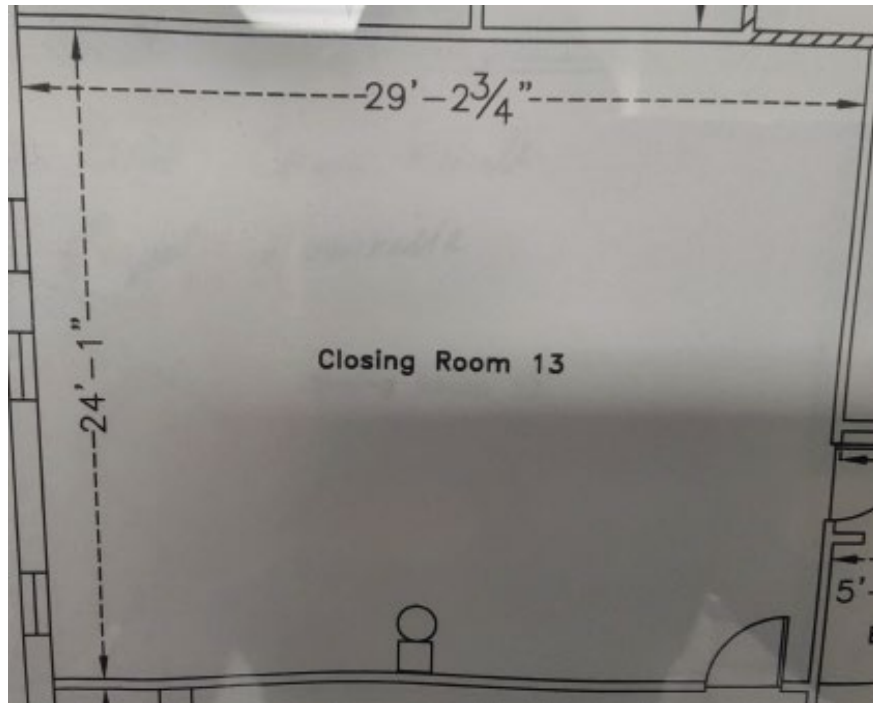


- 2. IT Conference Room
 - a. Ambient noise level: 47 decibels
 - b. Schematic:

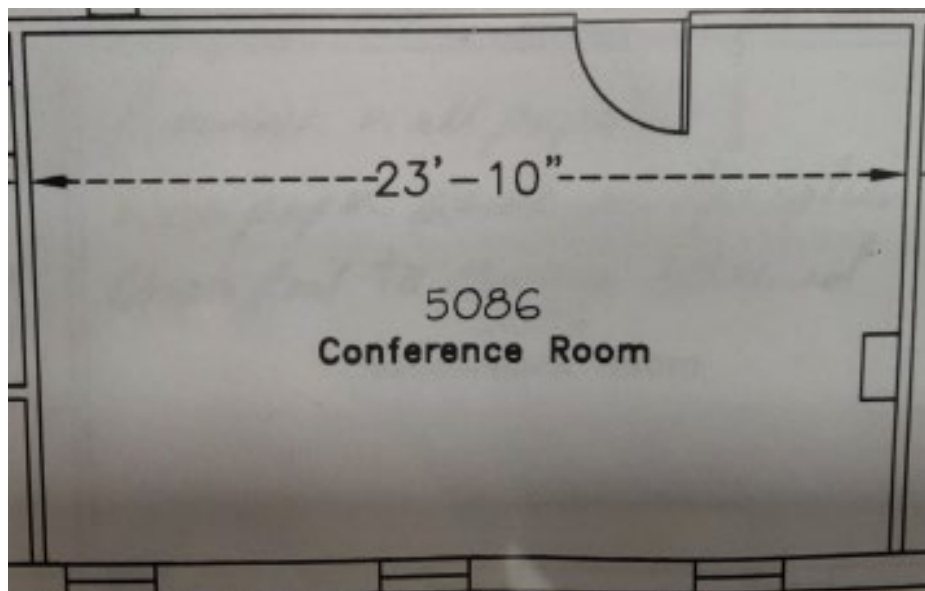


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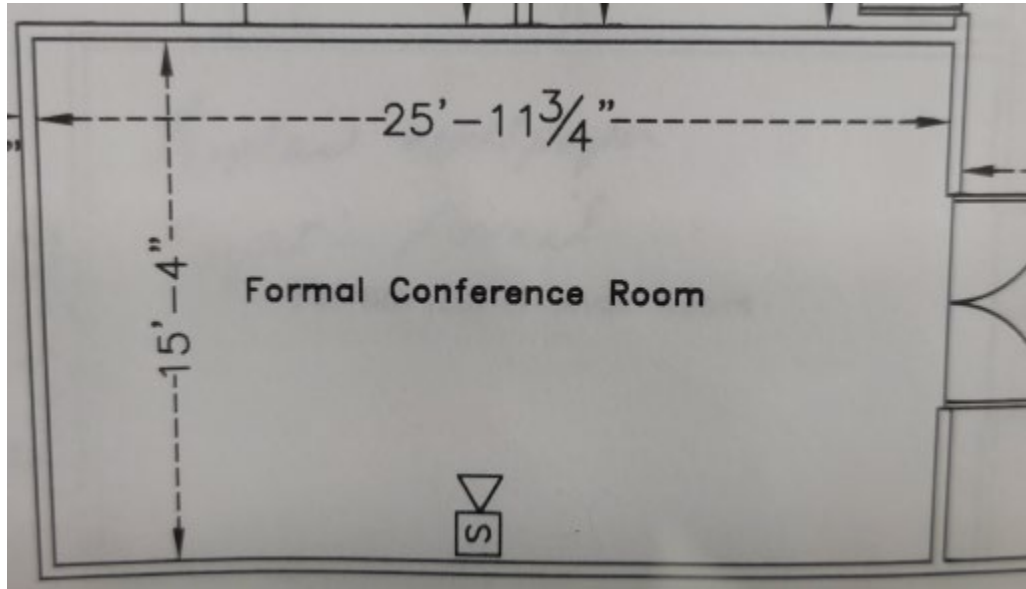
3. Closing Room B
 - a. Ambient noise level: 55 decibels
 - b. Schematic:



4. Executive Conference Room
 - a. Ambient noise level: 48 decibels
 - b. Schematic:



5. Formal Conference Room
 - a. Ambient noise level: 63 decibels
 - b. Schematic:



B. Equipment Requirements

The Contractor will be responsible for procuring and supplying all A/V equipment needed to complete the project.

1. For all five conference rooms, the following will be required:
 - a. At least one camera that will auto-seek the current speaker;
 - b. At least one remote-controlled PTZ camera to allow in-room video to be transmitted via collaboration software (may be the same camera as referenced in sub-item a. above); and
 - c. Installed microphone(s) and speaker(s) enabling all participants in these rooms to be heard and to hear without additional portable equipment, feedback, or echo.

This equipment must comply with the following requirements:

- i. Florida Housing primarily uses the Microsoft Office 365 Teams platform, but these rooms need to be able to connect to external Zoom, GotoMeeting, and other popular Hybrid Meeting services;
- ii. Installed equipment must not require attendees to bring and connect their personal computers to initiate and participate in the meeting;

iii. The proposed solution must utilize existing installed flat-screen displays where available. The formal conference does not currently have a wall-mounted display and one must be included as a part of the proposed solution.

iv. All equipment must be permanently installed with no portable equipment required, with the exception of wireless or portable microphones.

v. Presenters must be able to display content from their personal (portable) workstation to one or both projectors and should be moveable to accommodate room configuration.

vi. The solution must allow PSTN telephone attendance via voice only or IP-based webinar systems.

2. The Rick Seltzer Memorial Conference Room faces the unique challenge of requiring supporting multiple meeting scenarios and must also be configured to support all of the features below:

a. Board or committee type meetings with a front table of presenters/speakers, all of which require microphones with separate public comment stations that are amplified for ad-hoc speakers. These meetings generally have 10 panelists; however, Florida Housing would like to be able to support up to 16.

b. Single (front-of the room) presenter with non-participatory audience.

c. Break out training meetings – multiple tables/groups and one or more presenters that may be mobile.

d. Side wall group review meetings with multiple simultaneous presenters utilizing both projectors.

3. Projectors in the Rick Seltzer Memorial Conference Room were installed prior to a room expansion in 2019. The proposed solution must include an additional display option for the rear area of the room to mirror what is being displayed on the front overhead projector.

C. Optional Equipment

As a part of this ITN, Florida Housing reserves the right to purchase the following optional equipment:

a. Secondary cameras to be focused on whiteboards;

b. Tertiary or replacement video cameras;

- c. Additional inputs;
- d. Additional control hardware;
- e. Other value-engineered modifications and additions based on the details of the proposal, current technology capabilities, and best practices.

D. Installation

1. The Contractor and/or their approved subcontractor(s), will be responsible for installing all A/V equipment needed to complete the project; any electrical or construction work required (including paint/drywall); and clean up after installation is complete.

2. The Contractor will work with Florida Housing and the building owners/managers (TP Thirteen and NAI Talcor) to ensure that work meets appropriate code and building requirements.

E. Maintenance and Support

The Contractor and/or their approved subcontractor(s), will be responsible for providing maintenance and support for all A/V equipment needed to complete the project, throughout the resulting Contract term.

**SECTION FIVE
CERTIFICATION**

Do not reproduce the language of Section Five in the Response. By inclusion and execution of the statement provided in Section Six, subsection I, of this ITN, each Respondent certifies that:

A. The Respondent submits this Response without prior understanding, agreement, or connection with any person or entity submitting a separate Response for the same services. However, any agreement with a person or entity with whom the Response is jointly filed and such joint filing is made clear on the face of the Response will be an exception so long as the Response is in all respects fair and without collusion or fraud.

B. Any material submitted in response to this ITN is a public record pursuant to Chapter 119, Fla. Stat., and subject to examination upon request, but only after Florida Housing provides a notice of decision pursuant to Section 120.57(3), Fla. Stat., or within 30 days after the Response is opened, whichever is earlier.

C. The Respondent, if awarded a contract under this ITN, will comply with Section 420.512(5), Fla. Stat. For the purpose of Section 420.512(5), Fla. Stat., “Prohibited Business Solicitation Communications” is defined by Section 420.503(33), Fla. Stat.

D. The Respondent further affirms it is in compliance with Section 420.512(5)(c), Fla. Stat.

E. The Respondent is in compliance with Section 287.133(2)(a), Fla. Stat.

F. The Respondent is in compliance with Section 448.095, Fla. Stat.

G. The Respondent understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), Fla. Stat.

H. Pursuant to Section 119.0701(2)(b), Fla. Stat., the Respondent, if awarded a contract under this RFQ, will be required to comply with public records laws, specifically to:

1. Keep and maintain public records required by Florida Housing to perform the service.

2. Upon request from Florida Housing's custodian of public records, provide Florida Housing with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to Florida Housing.

4. Upon completion of the contract, transfer, at no cost, to Florida Housing all public records in possession of the contractor or keep and maintain public records required by Florida Housing to perform the service. If the contractor transfers all public records to Florida Housing upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Florida Housing, upon request from Florida Housing's custodian of public records, in a format that is compatible with Florida Housing's information technology systems.

Notwithstanding anything contained herein to the contrary, the provisions and requirements of this paragraph will only apply if and when the Contractor is acting on behalf of Florida Housing.

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If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the Corporation Clerk at:

**Corporation Clerk
227 N. Bronough Street, Suite 5000
Tallahassee, Florida 32301-1329
Phone: 850.488.4197
E-mail: Corporation.Clerk@floridahousing.org**

I. The Respondent acknowledges that if awarded a contract it will be prohibited from engaging in activities in connection with services related to Florida Housing transactions that produce direct or indirect financial gain for the Respondent other than for the compensation agreed upon in the contract that results from this ITN, unless that Respondent has Florida Housing's written consent after Florida Housing has been fully informed of such activities in writing.

J. The Respondent acknowledges that if awarded a contract it will be prohibited from engaging in any actual, apparent, or potential conflict of interest. Should any such actual, apparent, or potential conflict of interest come into being subsequent to the effective date of the contract and prior to the conclusion of the contract, the Respondent will provide written notification (Notice of Conflict of Interest) to Florida Housing's Contract Administrator within 10 working days for review by Florida Housing's Executive Director in consultation with their Ethics Officer. If the Respondent is found to be in non-compliance with this provision, any compensation received in connection with this contract will be subject to forfeiture to Florida Housing.

K. The Respondent, in submitting this Response, acknowledges and agrees that the terms and conditions of this ITN, as well as any modifications thereto, will be incorporated into any contract offered as a result of this ITN.

L. CERTIFICATION STATEMENT:

THE FOLLOWING WILL BE REPEATED IN THE RESPONDENT'S RESPONSE AND SIGNED BY AN INDIVIDUAL AUTHORIZED TO BIND THE RESPONDENT. THIS IS A MANDATORY ITEM. FAILURE TO INCLUDE THE CERTIFICATION STATEMENT BEARING AN ORIGINAL SIGNATURE, EXACTLY AS STATED AND WITHOUT ANY ADDITIONS, DELETIONS OR CAVEAT LANGUAGE, WILL RESULT IN REJECTION OF THE RESPONSE.

“I agree to abide by all conditions of ITN 2021-10 and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response as the Respondent and that I am in compliance with all requirements of the ITN, including but not limited to, the certification requirements stated in Section Five of this ITN.”

Authorized Signature (Original)

Print Name and Title

SECTION SIX INFORMATION TO BE PROVIDED IN SQSO

In providing the following information, restate each item and sub-item (with its letter and number), and limit your Response to one attachment. Responses to the items must be included immediately after the restated items without any reference to any appendix.

A. COVER LETTER

Each proposal must be accompanied by a cover letter that contains a general statement of the purpose of submission and includes the name, job title, address, office and cellular telephone numbers, and e-mail address of a primary contact person who will be responsible for day-to-day contact with Florida Housing, and any backup personnel who would be accessible if the primary contact cannot be reached.

B. GENERAL INFORMATION

1. Provide evidence that the Respondent is eligible to do business in the State of Florida.
2. Describe the Respondent’s presence in Florida, and ability to be accessible to Florida Housing staff, availability for meetings, conferences, consultation, etc.
3. Describe the Respondent’s ability to provide the services requested in Section Four of this ITN immediately upon award of the contract.
4. Provide a statement of any other qualifications or services, which the Respondent considers to be significant, innovative or otherwise relevant to Florida Housing.

C. EXPERIENCE AND RESOURCES

Describe the Respondent’s experience providing the services or engaging in activities as they relate to the work being requested in Section Four of this ITN.

D. PROJECT ORGANIZATION AND PLAN

1. Provide an organizational chart for the project. The chart shall identify all project team members by name and their responsibilities. This section shall also include a résumé, not to exceed one page in length, of all professional staff assigned to the project. Résumés should include name, education, programming experience, information technology experience, and related experience.

2. Explain how the proposed solution meets and/or exceeds the requirements set forth in Section Four of this ITN, and why it is the best solution to fit Florida Housing’s needs. Also address the solution’s anticipated capability to be compatible with emergent audio/visual technology.

3. Submit a detailed and specific work plan for this project. Define phases, milestones, activities, tasks, task duration, deliverables, and task dependencies. Any requirements for implementation for Florida Housing staff shall be clearly stated in the project plan

4. Contractors must note any licensing or recurring licensing that will be required for their proposed solution.

E. FEES

1. Provide the proposed fees to be charged in connection with the services described in Section Four of this ITN as outlined in Table 1 below.

TABLE 1 Fees			
Item/Service	Units Required for Proposed Solution	Cost	Total
Auto-Seek Camera (price per camera)		\$	\$
PTZ Camera (price per camera; leave blank if functionality is included in Auto-Seek Camera listed above)		\$	\$
Seltzer Room Display (unit price)	1	\$	\$
Microphones (unit price)		\$	\$
Speakers (unit price)		\$	\$
Flat-Screen Display for Formal Conference Room (unit price)			\$
Installation (flat fee)			\$
Year 1 Support (flat fee)			\$
Year 2 Support (flat fee)			\$
Year 3 Support (flat fee)			\$
TOTAL PROPOSED CONTRACT COST			\$

2. Fees proposed must include all charges relating to the services required under the contract and all out-of-pocket expenses, such as permits, telephone, postage and shipping, and travel, if any. No costs will be reimbursed under the contract.

3. Provide the proposed fees for optional equipment and services to be charged in connection with the services described in Section Four of this ITN as outlined in Table 2 below. Table 2 will not be scored. The Respondent may add as many lines for Other Equipment and Services as necessary.

TABLE 2	
Fees for Optional Equipment and Services	
Item/Service	Cost
Secondary Camera (price per camera)	\$
Tertiary or Replacement Cameras (price per camera)	\$
Inputs (unit price)	\$
Control Hardware (unit price)	\$
Installation (flat fee)	\$
Optional Renewal Year 4 Support (flat fee)	\$
Optional Renewal Year 5 Support (flat fee)	\$
Optional Renewal Year 6 Support (flat fee)	\$
Other Equipment (unit price)	\$
Other Services (hourly rate or flat fee as applicable)	\$

FINAL FEE SCHEDULE WILL BE SUBJECT TO NEGOTIATION.

F. DRUG-FREE WORKPLACE

If the Respondent has implemented a drug-free workplace program, the Respondent must submit the following certification indicating that it meets all of the requirements of Section 287.087, Fla. Stat.:

I hereby certify on behalf of the Respondent, under the terms of ITN 2021-10, that the Respondent has implemented a drug-free workplace program pursuant to Section 287.087, Fla. Stat.

Authorized Signature: _____

Print Name: _____

Print Title: _____

G. MINORITY BUSINESS ENTERPRISE

If the Respondent is a minority business enterprise as defined in Section 288.703, Fla. Stat., the Respondent must submit the following certification:

I hereby certify on behalf of the Respondent, under the terms of ITN 2021-10 that the Respondent is a “minority business enterprise” as defined in Section 288.703(3), Fla. Stat.

Authorized Signature: _____

Print Name: _____

Print Title: _____

H. CERTIFICATION (Mandatory Item)

FAILURE TO INCLUDE THE CERTIFICATION STATEMENT AS DESCRIBED IN SECTION FIVE OF THIS ITN BEARING AN ORIGINAL SIGNATURE WILL RESULT IN REJECTION OF THE RESPONSE.

SECTION SEVEN SITE VISIT AND NEGOTIATIONS

Respondents selected for negotiations must be prepared to participate in a site visit and discuss their SQSO Responses. The negotiation session will not be open to the public; however, they are recorded for public records purposes in accordance with s. 119.071, Fla. Stat. Discussions which are considered confidential or trade secret must be clearly denoted by the Respondent during their presentations.

SECTION EIGHT INFORMATION TO BE PROVIDED IN BAFO

In providing the following information, restate each item and sub-item (with its letter and number), limit your Response to one bound volume. Responses to the items must be included immediately after the restated items without any reference to any appendix. Respondents should use the ‘track changes’ feature of Word and Excel to show changes made from the SQSO.

A. PROJECT ORGANIZATION AND PLAN

1. Provide an organizational chart for the project. The chart shall identify all project team members by name and their responsibilities. This section shall also include a résumé, not to exceed one page in length, of all professional staff assigned to the project. Résumés should include name, education, programming experience, information technology experience, and related experience.

2. Explain how the proposed solution meets and/or exceeds the requirements set forth in Section Four of this ITN, and why it is the best solution to fit Florida Housing’s needs. Also

address the solution’s anticipated capability to be compatible with emergent audio/visual technology.

3. Submit a detailed and specific work plan for this project. Define phases, milestones, activities, tasks, task duration, deliverables, and task dependencies. Any requirements for implementation for Florida Housing staff shall be clearly stated in the project plan.

4. Submit a Certificate of Insurance listing TP Thirteen and NAI Talcor as additional insured parties.

B. FEES

1. Provide the proposed fees to be charged in connection with the services described in Section Four of this ITN as outlined in Table 1 below.

TABLE 1 Fees			
Item/Service	Units Required for Proposed Solution	Cost	Total
Auto-Seek Camera (price per camera)		\$	\$
PTZ Camera (price per camera; leave blank if functionality is included in Auto-Seek Camera listed above)		\$	\$
Seltzer Room Display (unit price)	1	\$	\$
Microphones (unit price)		\$	\$
Speakers (unit price)		\$	\$
Flat-Screen Display for Formal Conference Room (unit price)			\$
Installation (flat fee)			\$
Year 1 Support (flat fee)			\$
Year 2 Support (flat fee)			\$
Year 3 Support (flat fee)			\$
TOTAL PROPOSED CONTRACT COST			\$

2. Fees proposed must include all charges relating to the services required under the contract and all out-of-pocket expenses, such as permits, telephone, postage and shipping, and travel, if any. No costs will be reimbursed under the contract.

3. Provide the proposed fees for optional equipment and services to be charged in connection with the services described in Section Four of this ITN as outlined in Table 2 below. Table 2 will not be scored. The Respondent may add as many lines for Other Equipment and Services as necessary.

TABLE 2	
Fees for Optional Equipment and Services	
Item/Service	Cost
Secondary Camera (price per camera)	\$
Tertiary or Replacement Cameras (price per camera)	\$
Inputs (unit price)	\$
Control Hardware (unit price)	\$
Installation (flat fee)	\$
Optional Renewal Year 4 Support (flat fee)	\$
Optional Renewal Year 5 Support (flat fee)	\$
Optional Renewal Year 6 Support (flat fee)	\$
Other Equipment (unit price)	\$
Other Services (hourly rate or flat fee as applicable)	\$

FINAL FEE SCHEDULE WILL BE SUBJECT TO NEGOTIATION.

C. DRUG-FREE WORKPLACE

If the Respondent has implemented a drug-free workplace program, the Respondent must submit the following certification indicating that it meets all of the requirements of Section 287.087, Fla. Stat.:

I hereby certify on behalf of the Respondent, under the terms of ITN 2021-10, that the Respondent has implemented a drug-free workplace program pursuant to Section 287.087, Fla. Stat.

Authorized Signature: _____
 Print Name: _____
 Print Title: _____

D. MINORITY BUSINESS ENTERPRISE

If the Respondent is a minority business enterprise as defined in Section 288.703, Fla. Stat., the Respondent must submit the following certification:

I hereby certify on behalf of the Respondent, under the terms of ITN 2021-10, that the Respondent is a “minority business enterprise” as defined in Section 288.703(3), Fla. Stat.

Authorized Signature: _____
 Print Name: _____
 Print Title: _____

E. CERTIFICATION (Mandatory Item)

FAILURE TO INCLUDE THE CERTIFICATION STATEMENT AS DESCRIBED IN SECTION FIVE OF THIS ITN BEARING AN ORIGINAL SIGNATURE WILL RESULT IN REJECTION OF THE RESPONSE.

**SECTION NINE
EVALUATION PROCESS**

The individual Committee members will independently evaluate each of the Responses by reviewing the answers to each of the items identified in Sections Six and Eight of this ITN and assigning points up to the maximum points allowed for each item. The points available for items in Section Six are to be evaluated are as follows:

STATEMENT OF QUALIFICATIONS AND SERVICES OFFERED (SQSO)

<u>Item Reference</u>	<u>Maximum Points</u>
B. General Information.....	10
C. Experience and Resources.....	10
D. Project Organization and Plan.....	80
E. Fees.....	30
Total Points Available.....	130

For the SQSO Price Proposals, the Respondent with the lowest proposed total cost from Table 1 will receive the maximum allowable points (30 points). The remaining respondents will receive a percentage of the maximum points, rounded to the nearest whole number, based on the following formula:

$\frac{\text{Lowest Proposed Total Cost}}{\text{Current Respondent's Proposed Total Cost}}$	=	%	x	30	=	Total Points Awarded for that "Total Cost" (Rounded to the nearest whole number)
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Following the receipt of SQSOs, the Committee will conduct one or more public meetings during which members will discuss their evaluations and develop a recommendation or series of recommendations of which Respondents will move forward to negotiations. The Committee's recommendation will be based on the cumulative scoring and information gathered from the non-scored items.

BEST AND FINAL OFFER (BAFO)

<u>Item Reference</u>	<u>Maximum Points</u>
A. Project Organization and Plan	80
B. Fees.....	30
Total Points Available.....	110

For the BAFO Price Proposals, the Respondent with the lowest proposed total cost from Table 1 will receive the maximum allowable points (30 points). The remaining respondents will receive a percentage of the maximum points, rounded to the nearest whole number, based on the following formula:

$\frac{\text{Lowest Proposed Total Cost}}{\text{Current Respondent's Proposed Total Cost}}$	=	%	x	30	=	Total Points Awarded for that "Total Cost" (Rounded to the nearest whole number)
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Following the receipt of the BAFOs, the Committee will conduct one or more public meetings during which members will discuss their evaluations and develop a recommendation or series of recommendations to the Board. The Committee’s recommendation will be based on the cumulative scoring and information gathered from the non-scored items. The Board may use the Responses, the Committee’s scoring, the non-scored items in the Responses, any other information or recommendation provided by the Committee or staff, and any other information the Board deems relevant in its selection of Respondents to whom to award a contract.

In the event of a tie, Florida Housing will give preference in the award process to the Response certifying a drug-free workplace has been implemented in accordance with Section 287.087, Fla. Stat. If a tie continues to exist, Florida Housing will give preference to minority business enterprises as defined in Section 288.703, Fla. Stat.

**SECTION TEN
AWARD PROCESS**

Florida Housing will provide notice of its decision, or intended decision, for this ITN on Florida Housing’s Website the next business day after the applicable Board vote. After posting, an unsuccessful applicant may file a notice of protest and a formal written protest in accordance with Section 120.57(3), Fla. Stat. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat. or failure to post the bond or other security required by law within the time allowed for filing a bond will constitute a waiver of proceedings under Chapter 120, Fla. Stat.