



POLK STATE

Business Services

Invitation to Negotiate ITN #15-02
Flight Training Provider

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<p>Submit Qualifications to:</p> <p style="text-align: center;">Polk State College 999 Avenue H, Northeast Winter Haven, Florida 33881- 4299</p> <p style="text-align: center;">Attn: Purchasing Department Room WAD-139</p>	<h1 style="margin: 0;">Invitation to Negotiate</h1>
<p>Contact: Mark Lillquist Director of Purchasing</p> <p>Phone: 863-297-1083 Fax: 863-297-1085</p> <p>Email: purchasing@polk.edu</p>	<p>ITN #:</p> <p style="text-align: center;">15-02</p> <hr/> <p>ITN Title: Flight Training Provider</p>
<p>Pre-Proposal Conference Date: 5/8/2015</p>	
<p>Pre-Proposal Conference Location: Airside Center 3515 Aviation Drive Lakeland, Florida 33811 Room ASL 122</p>	
<p>Dedicated Webpage for this procurement http://www.polk.edu/purchasing/bids-rfps/itn-15-02-flight-training-provider/</p>	
<p>Proposal Due Date & Time: May 22, 2015 by 4pm</p>	<p>Issue Date: May 1, 2015</p>
<p>Location of Public Receipt Acknowledgement:</p> <p style="text-align: center;">WAD 139 Winter Haven Campus</p>	
<p>Solicitation Intent / Objective:</p> <p>Polk State College is soliciting for the services of one or more experienced flight training organizations to perform flight training for an Associate of Science degree in Professional Pilot Science. The Professional Pilot Science program prepares graduates for careers as professional pilots and/or flight instructors. Upon completion of the program, the student will be prepared to earn a Federal Aviation Administration (FAA) Commercial Pilot Certificate, Single and Multi-engine Land, with an Instrument Rating. This program also prepares students for additional optional certificates in Certified Flight Instructor Airplane, Certified Instrument Flight Instructor, and Certified Multi-engine Flight Instructor.</p>	

General Conditions, Instructions & Information for Proposers

1. Definitions:

- **Evaluation Team:** Comprised of Polk State staff established to review the Proposals submitted in response to this ITN, score the Proposals in accordance with the criteria, and make a recommendation for award. The Purchasing Department serves as the non-voting Chairman of the team.
- **Polk State:** Polk State College
- **Proposer:** Firm submitting their credentials in response to this ITN.
- **Submittal:** Credentials prepared and delivered in response to an ITN.

Contact: Any questions, recommended changes to the ITN documents, or other matters regarding this ITN must be directed to the Director of Purchasing.

All prospective proposers are hereby instructed not to contact any member of the District Board of Trustees or Polk State College (Polk State) Staff member other than the Purchasing Director regarding this ITN or their proposal **prior to approval of award by the President**. Any such contact shall be cause for disqualification.

Exception: Contact may be made during the Pre-Proposal Conference.

Inquiries: All Proposers shall carefully examine the ITN documents. Any ambiguities or inconsistencies shall be brought to the attention of Polk State in writing prior to the due date; failure to do so, on the part of the Proposer, will constitute an acceptance by the Proposer of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the ITN documents shall be requested in writing, and received by Polk

State's Director of Purchasing by **12:00 noon on May 13th, 2015**.

All questions must be emailed to mfillquist@polk.edu, using the subject line ITN #15-02 Questions.

Polk State will provide written answers to the questions in the form of written addendum. Polk State will not be responsible for any oral instructions made by any employee(s) of Polk State in regard to this ITN.

Due Date/Time: The Proposer may submit the proposal in person or by mail/courier service.

A list of Proposals received will be available on the dedicated webpage at

<http://www.polk.edu/purchasing/bids-rfps/itn-15-02-flight-training-provider/>

Additionally, telephone confirmation receipt of the Proposal may be made by calling Polk State's Purchasing Department.

5. **Late Submittals:** The time and date will be scrupulously observed. **Proposals received after the specified time and date shall be returned unopened.** The time clock located at the Purchasing Department shall serve as the official authority to determine lateness of any Proposal.

6. **Registration:** Proposers who obtain ITN documents from other sources or directly from the website must officially register with Polk State's Purchasing Department in order to be placed on the mailing list for any forthcoming addenda or official communications.

Polk State shall not be responsible for providing addendum to Proposers who receive ITN documents from other sources.

Failure to register as a prospective Proposer may cause your Proposal to be rejected as non-responsive if your Proposal does not include an addendum acknowledgement for the most current addendum.

7. **No Proposal:** If not submitting a Proposal, respond by returning only the Statement of No Proposal and give the reason in the space provided. Failure to submit either a Proposal or a Statement of No Proposal shall be cause for removal of the Proposer from the mailing list. The form may be faxed to 863-297-1085, E-Mailed to purchasing@polk.edu or sent via regular mail.

8. **Public Opening:** Proposals shall be received at the Purchasing Department at the above referenced address by the specified time and date. As soon as possible thereafter the names of the Proposers shall be read off at the specified location. Persons with disabilities needing assistance to participate in the Public Opening should call the contact person at least 48 hours in advance of the Public Opening.

A list of Proposers will be posted in the Purchasing Department and on its website (see **page 3** for Internet address).

9. **Delays:** Polk State, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of Polk State to do so. Polk State will notify Proposers of all changes in scheduled due dates by written addendum.

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

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

12. **Clarifications:** Polk State reserves the right to request clarification of information submitted, and to request additional information of one or more Proposers, if needed.

13. **Addendum:** Should any revisions/clarifications/supplemental instructions be needed, Polk State will issue a written addendum to all Proposers who received an ITN package from Polk State's Purchasing Department.

Proposer shall sign, date, and return the **acknowledgement page** of the latest/final addendum with their Proposal. Previous addenda will be deemed received. It is the Proposer's responsibility to contact Polk State's contact person in the event that a previous addendum is not received.

All Proposers should **check the website** at least **seven (7) calendar days** before the date fixed for receiving the proposals to ascertain whether any addendum have been issued.

14. **Proposal Preparation Costs:** Neither Polk State nor its Project Managers shall be liable for any expenses incurred in connection with preparation of a Proposal. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the ITN.

15. **Accuracy of Proposal Information:** Any Proposer which submits in its proposal to Polk State any information which is determined to be substantially inaccurate, misleading, exaggerated, incomplete, false, or incorrect, shall be disqualified from consideration and may be disqualified from applying for other Polk State work for a period of up to three (3) years.

16. **News Releases:** The Proposer shall obtain the prior approval of Polk State for any news releases or other publicity pertaining to this ITN or the service, study or project to which it relates.

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

18. Acceptance / Rejection: Polk State reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. Polk State reserves the right to make the award to that Proposer who, in the opinion of Polk State, will be in the best interest of and/or the most advantageous to Polk State.

Polk State reserves the right to reject the proposal of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts, or who, in Polk State's opinion, is not in a position to perform properly under this award. Polk State reserves the right to inspect all facilities of Proposers in order to make a determination as to the foregoing.

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

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

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

22. Compliance with Laws: No laws, rules, regulations or statutes, etc. may, or will, or are intended to be, superseded by any verbiage herein.

23. 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 ITN.

Relevant laws may include, but are not limited to:

1. The Americans with Disabilities Act of 1990
2. OSHA regulations
3. All Civil Rights legislation.
4. Office of Education 6A-14
5. State Requirements for Educational Facilities (SREF)
6. Florida Statute 1013 (K-20 Education Code – Educational Facilities)
7. Florida Building Code

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

No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently \$35,000⁰⁰) with any person or affiliate on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the ITN forms, Proposer attests that they have not been placed on the "Convicted Vendor List".

25. Public Records: Upon award recommendation or 10 calendar days after opening, whichever occurs first, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119.07(3)(m) and 119.071(1)(b), Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the ITN, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

Proposals may be reviewed at the Purchasing office.

26. W-9 Form: A completed W-9 form (available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>) must be submitted to the Purchasing Department prior to execution of a contract, unless said form is already on file with Polk State.

27. Precedence: Any and all verbiage hereafter which varies from these Guidelines shall have precedence.

General Information

Background – Polk State College

- a. Polk State was established on September 8, 1964, as Polk Junior College on the Bartow Air Base. The college's name was later changed to Polk Community College. The name change to Polk State College was effective on July 1, 2009.
- b. Polk State is a publicly-supported, associate and baccalaureate degree-granting institution serving Polk County, headquartered in Winter Haven.
- c. Polk State operates on a semester system with Fall, Spring, Winter, and Summer terms.
- d. Polk State's campuses are non-residential.
- e. Polk State is committed to an "open enrollment" policy.
- f. Polk state's enrollment has seen consistent growth during the past five years. Polk State has 25,000 full and part-time students
 - FTE of 7681
 - Over 15,000 are degree-seeking students
 - Over 60% of Polk County's college-bound high school graduates attend Polk State
- g. Polk State has over 1,400 faculty and staff.
- h. Polk State's internet home page is located at polk.edu.

Gifts are Prohibited

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

Acknowledgement

By submitting a proposal, the Proposer acknowledges that he/she has read this ITN, understands it, and agrees to be bound by its terms and conditions.

Time Period for Acceptance

All proposals received shall remain firm for a period of one hundred twenty (120) calendar days, after the date specified for receipt of proposals.

Website

Polk State Purchasing Department's Website

The Purchasing Department's website can be found at:

www.polk.edu/purchasing/

ITN #15-02 Dedicated Webpage

- a. The project specific dedicated webpage(s) for use during the procurement process is located at:

<http://www.polk.edu/purchasing/bids-rfps/itn-15-02-flight-training-provider/>

- b. The following documents and information will be posted at the dedicated webpage:

- 1) ITN documents
- 2) Addenda
- 3) Submittal forms (in MS Word format)
- 4) Proposal Tabulation
- 5) Recommendation for Award
- 6) Award
- 7) and other information related to this ITN

Directions to Campus Locations

Maps and directions to Polk State's campuses, and floor plans are available at the website at:

<http://www.polk.edu/locations/>

Instructions for Preparing Proposals

All Proposals are subject to Florida Statute 119.07: Public Records

Forms

For ease in preparation of your Proposal, forms are available in Microsoft Word format at:

<http://www.polk.edu/purchasing/bids-rfps/itn-15-02-flight-training-provider/>

Proposal Format

Polk State College Logo -- Trademarked

- a. Polk State College's logos are trademarked, and will NOT be provided to you for use in preparation of your Proposal.
- b. Do NOT download the college logo to include in your Proposal.

Proposal Preparation

- a. To ensure that all Proposals are fairly evaluated, scored and ranked, it is very important that the Proposals are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your Proposal.

For ease of evaluation:

- a. It is recommended that a **3-ring binder** be used (not GBC or spiral binding).
- b. Include your company name and/or logo on the cover and spine.
- c. The proposal should be submitted on 8½" x 11" paper.
 - 1) You may utilize 11" x 17" foldouts for schedules, organizational charts, etc.
- d. We request (not require) that you limit your Proposal to 100 pages or less.
- e. Portrait orientation
- f. The sections should be separated by using divider tabs for easy reference (see below).
 - ✓ The tabs should be pre-numbered and/or include the section title.
- g. Ensure all information is typewritten (via word processor, as appropriate)
 - a) Use either Arial or Calibri fonts.
 - b) Colored fonts and highlighting may be used.
- h. Duplex (2-sided) the pages to the fullest extent possible.

Format

- a. Submit **Two (2) electronic copies** of your Proposal:
 - 1) May be submitted on either flash drives or CDs/DVDs.
 - 2) The electronic version should be submitted as one document. Do not separate by sections.
 - 3) The documents may be PDF format only.
- b. Additionally, submit **seven (7) complete sets (hard-copies** in binders) of your Proposal as follows:

One (1) original. Please identify the original by using a post-it on the cover labeled "original".

Six (6) hard-copies. Please identify the copies by using post-its on the cover labeled "copy".

We highly recommend you consider duplexing (2-side) the hard-copy pages.
- c. This quantity is required so that a full and complete copy of your Proposal can be provided to each member of the Evaluation Team.
- d. Each of the binders and electronic copies must be complete, with all supporting documentation.
- e. Place the books and electronic media in a sealed box, and deliver to Polk State's Purchasing boldly marked as follows:

<p style="text-align: center;"><i>Company Name</i> <i>Return Address</i> ITN #15-02 Flight Training Provider Due: May 22, 2015 at 4:00 p.m.</p>

Proposal Submittal

Basic Information

Proposers shall include the following information/submittals:

- a. **Letter of Transmittal:** This **one-page** letter will summarize in a brief and concise manner, the Proposer's positive commitment to perform the work in a professional and timely manner. Additionally, it should state that all information submitted is certified to be true and accurate. The letter must be signed by an official authorized to make such commitments and enter into a contract with Polk State. The letter must indicate the official's title or authority.
- b. **Proposer Information:** Complete the "Proposer Information" form, which includes:
 - 1) **Proposer:** Company/firm name and addresses (street address and mailing address)
 - 2) **Contact Person:** Main contact person who should be contacted regarding your proposal, and whom to notify as to short-listing, oral presentations, and recommendation of award.
 - 3) **Internet Contact:** Include Contact Person's EMail address, and the firm's website address (if applicable).
 - 4) **State:** (*ex: Florida or Alaska*) where incorporated.
 - 5) **FEIN:** Provide the **Federal Employer Identification Number** of the Proposer
 - 6) **SSN:** In the case of a sole proprietorship or partnership, provide Social Security numbers for all owners/partners **only if the FEIN is not provided.**
 - 7) **Telephone Number:** Direct phone number of the Contact Person. Include extension number.
 - 8) **Toll Free:** Direct toll-free phone number of the Contact Person, if applicable
 - 9) **Fax Number:** Direct fax number of the Contact Person
 - 10) **Type of Business:** Identify the type of business entity involved (e.g.; corporation, sole proprietorship, partnership, joint venture, etc.).
- c. **Acknowledgment of Addenda:** Include the acknowledgement page (signed and dated) of the last/final **addendum** issued by Polk State, if applicable.
- d. **Drug-Free Workplace:** If applicable, provide a statement concerning the Proposer's status as a Drug-Free Work Place [DFW]. In accordance with Florida Statute 287.087, whenever two or more proposals are determined to be equal, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.
- e. **Subsidiaries:** Name any subsidiary or affiliated companies in which principals have a **financial interest**. Explain in detail the **Principals' interest** in this company and nature of business.

NOTE: All proposals are subject to the Florida Public Records Act, F.S. 119.

Invitation to Negotiate #15-02 Flight Training Provider



1. Invitation to Submit a Quote:

Polk State College is soliciting for the services of one or more experienced flight training organizations to perform flight training for an Associate of Science degree in Professional Pilot Science. The Professional Pilot Science program prepares graduates for careers as professional pilots and/or flight instructors. Upon completion of the program, the student will be prepared to earn a Federal Aviation Administration (FAA) Commercial Pilot Certificate, Single and Multi-engine Land, with an Instrument Rating. This program also prepares students for additional optional certificates in Certified Flight Instructor Airplane, Certified Instrument Flight Instructor, and Certified Multi-engine Flight Instructor. The specific courses to be taught are described in Appendix A.

2. Background:

The Associate of Science in Professional Pilot degree is part of a larger aerospace program at Polk State College. In addition to the Professional Pilot degree, the College also offers an Associate of Science in Aerospace Administration and a Bachelor of Science degree in Aerospace Sciences (featuring both Professional Pilot and Aerospace Administration concentrations). The college is planning to offer an Associate of Science in Aviation Maintenance Management in the near future.

The program structure includes the maximum use of new-generation light aircraft (light-sport aircraft), multi-engine training aircraft, and simulation devices. Training science and aviation research has demonstrated the need for novel instructional methods to ensure the proficiency and professionalism of tomorrow's workforce. Polk State College is looking for forward-thinking organizations with which to collaborate in preparing students for the next generation of aviation activities.

3. Scope of Work:

The flight training provider (FTP) for the Polk State College Professional Pilot program will conduct an integrated program of academics and flight simulation training device (FSTD) and in-flight aircraft instruction per the course descriptions displayed in Appendix A. A coordinated program of instruction by the FTP will result in completion of the academic courses, FAA knowledge tests, and FAA airman certification. Quotes may be submitted for any or all of the courses. It is expected that the syllabi employed in the training of Polk State students will be scenario-based and incorporate human-factors training throughout the course of instruction. The FTP primary or satellite facilities will be located at the Lakeland-Linder Regional Airport (KLAL) in Polk County, Florida.

Figure 1. AS in Professional Pilot Science Program Flow Chart (64 Credits)

4. Current Status of Program

The Polk State College Aerospace Program is located at the Airside Center, at the Lakeland-Linder Regional Airport, in Lakeland, Florida. The program provides training and education in Professional Pilot Science and Aerospace Administration through three degree programs: Associate of Science in

Professional Pilot Science, Associate of Science in Aerospace Administration, and Bachelor of Science in Aerospace Sciences. Ground school courses are offered for Private Pilot, Instrument Pilot, Commercial Pilot, and Certified Flight Instructor in preparation for the Federal Aviation Administration (FAA) written/computer knowledge pilot exams.

The college currently has, at Airside Center, a flight simulator laboratory that offers the following equipment:

- Two (2) Redbird LD Advanced Aviation Training Devices (AATDs), configurable as Cessna 172SP with analog gauges or with the Garmin G1000 avionics suite, C182RG with analog gauges, BE36 with the Garmin G1000 avionics suite, and PA44 with analog gauges.
- One (1) Elite PI-135 Basic Aviation Training Device (BATD) configurable as various single engine and multi-engine piston aircraft and the Beechcraft King Air 350.
- Three (3) cockpit procedures trainer for the Airbus A320, Embraer E190, and CRJ-200.
- Three (3) personal computer procedures trainers (non-certified).

The College currently provides all required ground school instruction with its own faculty at the Airside Center campus. Through this ITN #15-02 solicitation of this flight training provider contract, the College is interested in close integration of ground, flight, and simulator instruction.

The College issued RFQ #2012-11 “Flight Training Provider” in May 2012 and awarded a Flight Training Agreement to SunState Aviation Flight School, LLC to provide contract flight training to Polk State students enrolled in the Professional Pilot Science Associate of Science degree program. In January 2014, HOVA Flight Services assumed the contract after the program moved its base of operations from Winter Haven to Lakeland. The courses offered as of January 2015 are listed below along with current and historical enrollment.

Course	Number Enrolled By Academic Year		
	AY2013	AY2014	AY2015
Private Pilot	8	12	13
Instrument Pilot	0	4	11
Commercial Pilot	0	2	9
CFI	0	3	10
Multi-Engine	0	2	3
Total	8	23	46

College students in all above training programs flew approximately 2500 flight hours in all of calendar year 2014.

The current flight training provider contract is scheduled to expire on July 31, 2015.

5. Minimum Requirements and Experience of Flight Training Provider:

This section outlines the minimum technical requirements and minimum experience levels of the Flight Training Provider (FTP).

The Flight Training Provider will:

- a. Utilize an FAA-approved training syllabus or an acceptable Commercial Off-the-Shelf (COTS) syllabus for all courses provided. Each syllabus will be easily parsed to coordinate with the structure of the course descriptions found in Appendix A. All flight courses will integrate ground and FSTD or aircraft training using scenario-based instruction and learner-centered grading.
- b. Have a Policy and Procedures Manual and adhere to the provisions therein.
- c. Have adequate and detailed Aircraft Standardization Manuals for each aircraft operated within the college program.
- d. Have and maintain a superior safety record for all aspects of the operation.
- e. Participate in FAA and other appropriate safety programs and initiatives.
- f. Participate with the Aerospace Program Director in monthly flight student meetings to address issues pertaining to flight training and student success.
- g. Accept and abide by the terms of the Polk State Aerospace Program Operations Manual, and participate in a regular review and revision effort of that document.
- h. Have facilities and equipment and provide services from the Lakeland-Linder Regional Airport in Polk County, Florida, or be able to demonstrate a proposal to accomplish this requirement before the execution of flight training activities.
- i. Maintain student, dispatch, and maintenance records, preferably electronically, for a minimum of five (5) years.
- j. Hold a US 14 CFR Part 141 Air Agency Certificate for all flight courses to be offered by the FTP.
- k. Have the capability of obtaining Transportation Security Administration (TSA) clearance.
- l. Be approved by the Veteran's Administration and be eligible for inclusion in courses approved under the Post 9/11 GI Bill.
- m. Require all ground, Flight Simulation Training Device (FSTD), and flight instructors providing training for Polk State College students to hold the appropriate certificates and ratings for the courses taught for a minimum of six (6) months or be a graduate of the Polk State College Aerospace Program Flight Instructor courses; and:
 - 1) have given 200 hours of flight instruction or be a graduate of the Polk State College Aerospace Program Flight Instructor courses; and
 - 2) have successfully completed the Polk State Aerospace Instructor Standardization and Proficiency Program.
- n. Designate a Chief or Assistant Chief Flight Instructor responsible for the Polk State College students, who shall, at a minimum, have the qualifications required by 14 CFR Part 141 to hold the position of Chief Flight Instructor or Assistant Chief Flight Instructor, as appropriate, and

- 1) hold valid FAA Flight Instructor certificates for all programs;
 - 2) have a minimum of one year recent experience in an FAA Part 141 approved flight school as a flight instructor or a minimum of two (2) years' experience as a flight instructor providing flight training.
- o. Assign Chief Instructor as a member of the Polk State Aerospace Safety Team and Aerospace Program Review Board. Both groups meet monthly, and regular attendance and participation are required.
 - p. Adhere to the dress code specified by Polk State College.
 - q. Supply aircraft and FSTDs of the types, specifications, and quantities set forth in response to the Schedule of Fees. The aircraft shall comply with the following:
 - 1) Dispatch reliability of fleet will be greater than 90 percent;
 - 2) Fleet will provide advanced aircraft technology, including but not limited to electronic flight information systems ("glass cockpits"), autopilots, global position systems (GPS), synthetic vision, and traffic/weather information, though not all fleet aircraft will be required to contain such equipment.
 - 3) Fleet will be equipped to comply with the provisions of the applicable FAA Practical Test Standards, Aircraft and Equipment Required for the Practical Test; and
 - 4) Aircraft will be appropriately maintained in an airworthy condition.
 - r. Maintain insurance at a level required by Polk State College.

Note: The College prefers that the FTP have an established initial employment and random drug-testing program for all employees.

6. Selection Criteria and Site Visits:

- a. Each FTP's proposal will be reviewed by an evaluation committee and scored using criteria and point values listed in Appendix E. The total maximum number of points available for each criterion is listed with the total maximum overall of 210 points. This does not limit the information used to evaluate the FTP; it provides a guide.
- b. Polk State College reserves the right to visit the premises of any flight provider who submits a Quote. It is expected that items required, but not submitted with the Quote (for example, Policy and Procedures Manual, flight training curricula, student scheduling process, course lesson plans, instructor standardization program, aircraft maintenance records, etc.) will be reviewed on site. The evaluation committee will further evaluate the FTP candidate, per the evaluation table in Appendix E, for an additional 90 possible points.

Course Descriptions

Note: Courses with blue font / asterisk are to be taught by Flight Training Provider(s)

Course Descriptions – Core Program Courses

GEB 2214 Business Communications

3 hours Lecture, 3 credits

In this course students study the underlying principles of written and oral business communications vital for success in today's workplace. Emphasis is placed on the planning, drafting, editing, analysis, and performance of the various communication duties and formats required in the normal course of business activities. Additionally, students are introduced to business reference sources and all aspects of the formal job application process.

ASC 2870 Safety Management Systems and Operational Risk Management

3 hours Lecture, 3 credits

This course examines risk management, accident prevention, and threats to aviation security. Topics include an introduction to Safety Management Systems (SMS), aircraft accidents and survivability, accident investigations, and issues of airport safety, outside threats, and emergency services. Operational Risk Management techniques are practiced via simulations.

ASC 2473 Human Factors and Resource Management

3 hours Lecture, 3 credits

This course provides an introduction to the field of human factors, which focuses on the interaction between humans and machines in the complex aviation environment. Human physiology and human performance within the flight environment are examined in depth. Students apply human factors concepts to Single Pilot Resource Management (SRM) and Crew Resource Management (CRM) within the framework of Threat and Error Management (TEM). Professionalism in aviation is a major focus of the course.

Prerequisite: PSY 2012 *General Psychology*

ASC 1010 Foundations of Air Transportation

3 hours Lecture, 3 credits

This is an introductory course in aeronautical sciences that provides students with an orientation to the history, evolution, and future of the aviation industry. An overview of the variety and diversity of aviation systems is given. The multidimensional realm of aeronautics is presented through class projects and presentations. The US National Airspace and Air Traffic Control are studied in depth.

ASC 1610 Aircraft Systems and Components

3 hours Lecture, 3 credits

This course provides a study of small aircraft systems and components from a technical and operational point of view. Malfunctions and troubleshooting of the systems are explained. The basic structure and operation of flight controls, powerplants, ignition systems, electrical systems, fuel systems, hydraulic systems, landing gear, ice detection and protection mechanisms, avionics, and other components are discussed. Part-task training devices and Flight Simulation Training Devices (FSTDs) are used to teach the operation of avionics and other components.

ASC 1600C Maintenance for Pilots

1 hour Lecture, 2 hours Lab, 3 credits

This lab course provides hands-on training regarding preflight duties and preparation of an aircraft for flight. Maintenance regulations, documents, and record keeping are discussed. Students practice the skills needed to determine whether an aircraft is fit for flight. Students study and apply maintenance procedures that are accomplished by pilots.

ASC 1310 US and International Aviation Operations

3 hours Lecture, 3 credits

This course provides a study of the *US Code of Federal Regulations, Title 14 Aeronautics* (14 CFR) through examination of the history, current status, and volatility of the regulations surrounding aviation activities. Students study international regulations and the global nature of air transportation processes from an operational perspective.

ASC 1210 Aviation Meteorology and Automation Management

3 hours Lecture, 3 credits

This course provides a study of meteorology and the resources used to obtain valid and reliable weather and flight-critical information. Students analyze case studies involving weather information and practice aeronautical decision-making skills. Students practice receiving and analyzing weather and Notice to Airmen (NOTAMs) briefings from a number of sources. Students are introduced to and practice the use of example online and onboard automated information systems via computer and part-task trainers.

ASC 1550 Flight Planning and Performance

3 hours Lecture, 3 credits

This course provides a study of the physical principles of airplane aerodynamics, thereby fostering an appreciation of the factors affecting aircraft performance, stability and control, and special flight conditions. Students practice planning cross-country flights, both manually and by using online flight planning programs. Performance and Weight and Balance calculations are demonstrated and practiced.

Prerequisites: ASC 1210 *Aviation Meteorology and Automation Management* and MAT 0028 (or appropriate placement)

Course Descriptions – Flight-Related Core Courses

ATF 1100L Private Pilot Flight

1 hour Lab, 1 credit

The course provides a study of the skills needed to safely exercise the privileges and responsibilities of a private pilot. Students apply information regarding aerodynamics, aircraft systems, aviation regulations, the US Airspace System, weight and balance, aircraft performance, aviation and weather, flight publications, basic flight physiology, and flight safety. The student must complete the appropriate flight lessons and pass the Federal Aviation Administration's Private Pilot Practical Exam to satisfactorily complete the course. Flight training fees (in addition to the cost of tuition) are required and must be paid in advance of the course start date.

For more information on applicable flight training fees, students should consult the Aerospace website at www.polk.edu/aerospace.

ATF 2305L Instrument Pilot Flight

1 hour Lab, 1 credit

This course provides a study of the aeronautical skills and abilities required for the addition of an Instrument Airplane rating to a Private Pilot Certificate. Students apply information regarding instrument flying regulations, safety, operations, navigation systems, chart use, weather conditions, flight planning, aeronautical decision making, and resource management. Students must complete the appropriate flight lessons and pass the Federal Aviation Administration's Instrument Rating Practical Exam to satisfactorily complete the course. Flight training fees (in addition to the cost of tuition) are required and must be paid in advance of the course start date.

For more information on applicable flight training fees, students should consult the Aerospace website at www.polk.edu/aerospace.

ATF 2211L Commercial Pilot Flight

1 hour Lab, 1 credit

This course provides a study of the skills needed to safely exercise the privileges and responsibilities of a commercial pilot. Students apply information regarding commercial flying regulations, flight safety, commercial operations, navigation systems, chart use, weather conditions, flight planning, aeronautical decision making, and resource management. Students must complete the appropriate flight lessons and pass the Federal Aviation Administration's Commercial Pilot Practical Exam to satisfactorily complete the course. Flight training fees (in addition to the cost of tuition) are required and must be paid in advance of the course start date.

For more information on applicable flight training fees, students should consult the Aerospace website at www.polk.edu/aerospace.

ATT 1100 Private Pilot Ground

3 hours Lecture, 3 credits

This introductory course provides classroom instruction in preparation for initial flight training and the Federal Aviation Administration's (FAA) Private Pilot Airplane Knowledge Test. Topics include the science of flight, airplane systems and instruments, weight and balance, aircraft performance, meteorology, flight physiology, basic navigation techniques, radio navigation, the Air Traffic Control system, radio communications, and Federal Aviation Regulations. Students who complete the course satisfactorily may earn the required endorsement to take the FAA Private Pilot Airplane Knowledge Test. Students are required to be enrolled in (or have completed) this course prior to beginning ATF 1100L Private Pilot Flight.

ATT 2120 Instrument Pilot Ground

3 hours Lecture, 3 credits

This course prepares students for instrument flight training and the Federal Aviation Administration's (FAA) Instrument Rating Airplane Knowledge Test. Topics include aircraft flight instruments, flight by instrument reference, flight physiology, Instrument Flight Rules (IFR) aircraft operations and procedures, aircraft performance, and the Air Traffic Control (ATC) system. The curriculum covers radio navigation and charts including standard departure procedures (DPs), en route (L-charts) procedures, standard terminal arrival routes (STARs), and instrument approach procedures (IAPs), IFR flight planning, IFR regulations, aviation weather, aviation weather charts, and obtaining aviation weather information. Students who complete the course satisfactorily may earn the required endorsement to take the FAA Instrument Rating Airplane Knowledge Test. Students are required to be enrolled in (or have completed) this course prior to beginning ATF2305L Instrument Pilot Flight.

ATT 2110 Commercial Pilot Ground

3 hours Lecture, 3 credits

This course prepares students for commercial pilot training and the Federal Aviation Administration's (FAA) Commercial Pilot Airplane Knowledge Test. This course provides insight into advanced aircraft systems such as turbocharging, high-performance engines, retractable landing gear, and environmental systems. Weight and balance of larger aircraft, advanced performance charts, and procedures to maximize aircraft performance are discussed. The curriculum also covers regulations of interest to the commercial pilot. Students who complete the course satisfactorily may earn the required endorsement to take the FAA Commercial Pilot Airplane Knowledge Test. Students are required to be enrolled in (or have completed) this course prior to beginning ATF 2211L Commercial Pilot Flight.

Course Descriptions – Program Electives

ATT 2130 Fundamentals of Aviation Instruction

3 hour Lecture, 3 credit

This course covers the fundamentals of different student learning styles and prepares individuals to recognize these differences. The course includes a study of human behavior, the learning process, effective communication, the teaching process, assessment, instructional activity planning, instructor responsibilities and professionalism, techniques of flight instruction, and risk management.

INP 1390 Human Relations in Business and Industry

3 hours Lecture, 3 credits

This course provides a study of problems in human relations as they apply to business and industry. This includes an analysis of how human behavior relates to activities with supervisors, peers, and subordinates. Role playing, study cases, and outside reading for oral and written reports are elements of this course.

GEB 1011 Introduction to Business

3 hours Lecture, 3 credits

This course examines the role and function of business enterprise within an economic framework. This course analyzes the interrelationships of management, marketing, production, and finance. This course helps the student select his or her field of business specialization and also provides a foundation for advanced courses in business.

MAN 2021 Principles of Management

3 hours Lecture, 3 credits

This course surveys the principles of management as a creative profession and focuses on aspects of management that underlie problem solving relating to planning, organization, staffing, leading, directing, and controlling. The characteristics of a sound management philosophy are identified in the course.

CGS 1100 Computer Applications for Business

3 hours Lecture, 3 credits

This course focuses on how computers can be used as tools in the solution of business-related problems, particularly with respect to personal computer hardware and software used in today's business environment. Students use pre-written programs to practice business applications such as word processing and the production of spreadsheets, databases, and presentation graphics, as well as the use of web browsers. This course emphasizes mastery with the use of computers in today's business world. Hands-on exercises reinforce class work. It is recommended that students with no computer applications experience take CGS 1061, *Introduction to Computers and Information Systems*, prior to enrolling in this course.

Course Descriptions – Flight-Related Elective Courses

ATF 2403L Commercial Pilot Multi-Engine Flight

1 hour Lab, 1 credit

This course provides a study of the aeronautical skills and abilities required for an additional Commercial Pilot Multi-Engine rating. The curriculum includes commercial flying regulations, safety, operations, navigation systems, chart use, weather conditions, flight planning, aeronautical decision making, and resource management. The student must complete the appropriate flight lessons and pass the Federal Aviation Administration's Commercial Pilot Multi-Engine Additional Rating Practical Exam to satisfactorily complete the course. Flight training fees (in addition to the cost of tuition) are required and must be paid in advance of the course start date.

For more information on applicable flight training fees, students should consult the Aerospace website at www.polk.edu/aerospace.

ATF 2500L Certified Flight Instructor Airplane

1 hour Lab, 1 credit

This course provides a study of the aeronautical skills and abilities required for the Certified Flight Instructor Airplane Certificate. Students apply skills from prior classes to explain, demonstrate, and analyze flight maneuvers and resource management skills involved with Private Pilot, Commercial Pilot, and Flight Instructor Certificates. The course also provides practical flight instruction experiences. Students must complete the appropriate flight lessons and pass the Federal Aviation Administration's Flight Instructor Airplane Single Engine Practical Exam to satisfactorily complete the course. Flight training fees (in addition to the cost of tuition) are required and must be paid in advance of the course start date.

For more information on applicable flight training fees, students should consult the Aerospace website at www.polk.edu/aerospace.

ATF 2530L Certified Flight Instructor Instrument

1 hour Lab, 1 credit

This course provides a study of the aeronautical skills and abilities required for the Certified Instrument Flight Instructor Certificate. Students explain, demonstrate, and analyze flight maneuvers and apply the resource management skills required for Instrument Rating, Airline Transport Pilot, and Flight Instructor Instrument certification. The course also provides practical flight instruction experiences. Students must complete the appropriate flight lessons and pass the Federal Aviation Administration's Flight Instructor Instrument Practical Exam to satisfactorily complete the course. Flight training fees (in addition to the cost of tuition) are required and must be paid in advance of the course start date.

For more information on applicable flight training fees, students should consult the Aerospace website at www.polk.edu/aerospace.

ATF 2510L Certified Flight Instructor Multi-Engine

1 hour Lab, 1 credit

This course provides a study of the aeronautical skills and abilities required for the Certified Instrument Flight Instructor Multi-Engine Certificate. Students explain, demonstrate, and analyze flight maneuvers and resource management skills required for Private Pilot Multi-Engine, Commercial Pilot Multi-Engine, and Flight Instructor Multi-Engine certification. The course also provides practical flight instruction experience. The student must complete the appropriate flight lessons and pass the Federal Aviation Administration's Flight Instructor Multi-Engine Practical Exam to satisfactorily complete the course. Flight training fees (in addition to the cost of tuition) are required and must be paid in advance of the course start date.

For more information on applicable flight training fees, students should consult the Aerospace website at www.polk.edu/aerospace.

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

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.

E X A M P L E

Price Quote

Proposer: Ace Aviation Academy

Date: April 27, 2015

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 \$45	7 \$120	5 \$195	3 \$220	\$450	\$150	\$3615	\$2892
ATF 2305L						\$450	\$2985	\$2388
ATF 2211L								
ATF 2403L								
ATF 2500								
ATF 2530								
ATF 2510								

List Additional Costs or Details on a Separate Sheet.

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 AVAILABILITY: 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 subcontractors. 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 therefrom, 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 _____

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. _____

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?

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?

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.

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. _____

E.0117 Do you 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.

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.

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 1 st Attempt (Y/N)	Pass on 2 nd Attempt (Y/N)	Pass on 3 rd Attempt (Y/N)
John Pilot	18	54	N	Y	
Sally Solo	12	42	Y		

Name	Hours to Solo	Hours at Checkride	Pass on 1 st Attempt (Y/N)	Pass on 2 nd Attempt (Y/N)	Pass on 3 rd Attempt (Y/N)

E.0124 Briefly describe below what financial assistance and counseling services are available to your flight school's students?

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

Yes ____ No ____ If so, please describe below.

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.

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

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

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

Yes ____ No ____

If "Yes," explain _____

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 _____

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?

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:

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.

- 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.

E.035 Describe below your proposed maintenance operation.

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.)

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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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)

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: _____

Chief Instructor: _____

Assistant Chief Instructor (s) _____

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

<u>Table A - Proposed Curricula</u> 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.)

E.063

<u>Table B – Contractor’s Curricula</u> 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.)

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.)

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.

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.

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				

ITN #15-02 Schedule

05- 1 -15 ITN Issue Date

5/8/15 Pre-Proposal Conference (Non-Mandatory attendance)
1:00 – 3:00p.m. EST Polk State Airside Center, 3515 Aviation Drive
Lakeland, FL 33811 Room: ASL122

5/13/15 Deadline to submit written requests for clarifications
12:00pm EDT to mlilquist@polk.edu

5/15/15 Responses to written questions will be posted on Polk State website

5/22/15 Public proposal opening at Polk State College,
@ 4:00 p.m. EDT Administrative Offices, 999 Ave H NE,
Winter Haven, FL 33881 Room: WAD236

5/26/15 thru Evaluation Committee review of responsive proposals
5/29/15 submitted

6/1/15 Public Evaluation Meeting, Polk State Airside Center,
1:00pm – 5:00pm EDT 3515 Aviation Drive, Lakeland, FL 33811, Room: ASL122

6-3-15 thru (Optional) Site Visit/Interview of Finalist(s), TBD.
6/5/15 Polk State Airside Center, Lakeland, FL 33811, Room: ASL122
9:00am – 3:00pm EDT

6/9/15 Public Evaluation Meeting, Polk State College Airside Center
9:00am – 11:00am EDT 3515 Aviation Drive, Lakeland, FL 33811, Room: ASL122

6/10/15 Simultaneous Negotiation of Contract with top two ranked finalist firms

6/15/15 Posting of recommendation of ranking/award.

6/22/15 Recommendation submitted to the College’s District Board of Trustees
meeting for approval.

6/23/15 thru 7/1/15 Negotiation of final contract language.

7/1/15 Planned date to sign satisfactory contract(s) (upon receipt of defined
certificates of insurance).

7/1/2015 Contract #15-02 Commencement Date

Submittal Forms

Proposer Information	53
Drug-Free Work Place.....	54
M/WBE Statement (for reporting purposes only)	55
Statement of No Proposal	56

Electronic copies of the above forms are available at:

<http://www.polk.edu/purchasing/bids-rfps/itn-15-02-flight-training-provider/>

in Microsoft Word format

Proposer Information

Bidder (Company) Name:	Formerly:
Mailing Address:	Street Address:
City, State, Zip:	City, State, Zip:
Type of Entity: <i>(check one)</i> <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture	
Contact Person:	Title:
Email Address:	Website Address: www.
Telephone Number:	Toll Free Phone Number:
Fax Number:	Cell Phone Number:
Federal Employer Identification Number (FEIN):	SSN (if Sole-Proprietorship or Partnership): <i>Only required if FEIN is not provided</i>
Incorporated in the State of: _____ Year: _____	

This form must be completed and returned with your Proposal

Drug-Free Work Place Form

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

_____ does:
(Name of Business)

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

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

✕

Submitting Firm's Signature

Date

This form (if applicable) must be completed and returned with your Proposal

Minority / Woman Owned Business Statement

Polk State is required to report M/WBE expenditures to the State of Florida's Office of Supplier Diversity (OSD) on an annual basis. The report includes a supplemental list of firms who have indicated that they are owned by a woman or minority, but have not been certified by OSD, although they may be certified by other public entities.

It is requested that M/WBE owned firms complete this page and include it with their Proposal in Section

1

For reporting purposes only

Type of Business: *Check applicable block(s)*

- "African-American"** includes persons having origins in any of the black racial groups of Africa.
- "Hispanic American"** includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race.
- "Native American"** includes American Indians, Eskimos, Alaskan Indians, Aleuts and Native Hawaiians.
- "Asian-Pacific Americans"** includes persons whose origins are from Japan, China, Taiwan, Korea, Southeast Asia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and Northern Marianas.
- "Asian-Indian Americans"** includes persons whose origins are from India, the Indian Sub-Continent and Pakistan.
- "Woman-Owned Business Enterprise"**

Note: MBE and WBE are defined by Federal Register 49 CFR, Part 23, as a business firm which as at least fifty-one percent (51%) owned by minority or women group members, or in the case of a publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by the minority or woman. The minority or woman ownership must exercise actual day-to-day management and control of the business.

Company Name:

Certified by *(name of Public Entity, if applicable)*

Statement of No Proposal

ITN #15-02

If your company does not intend to propose on this procurement, please complete and return this form prior to the date shown for receipt of proposals via fax to 863-297-1085, or via EMail to purchasing@polk.edu, or mail to:

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

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



Scope of Work or Terms & Conditions are too "restrictive." (*please explain below*)



Unable to meet requirements (*please explain below*)



ITN was unclear (*please explain below*)



Insufficient time to respond



We do not offer this type of service or equivalent



Other (*please explain below in "Remarks"*)

Remarks:



Remove us from your "Vendor Database"

Company: _____ Date: _____

Printed

Signature: _____ Name: _____