



POLK STATE

Business Services

Request for Proposals RFP #15-01
(CNC) Milling and Turning
Instructional Software
Winter Haven Campus

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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;">Request for Proposal</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>RFP #:</p> <p style="text-align: center;">15-01</p> <p>RFP Title: (CNC) Milling and Turning Instructional Software</p>
<p>Pre-Proposal Conference Date: n/a</p>	
<p>Pre-Proposal Conference Location: n/a</p>	
<p>Dedicated Webpage for this procurement http://www.polk.edu/purchasing/bids-rfps/rfp-15-01-cnc-milling-turning-instructional-software/</p>	
<p>Proposal Due Date & Time: April 03, 2015 by 4pm</p>	<p>Issue Date: March 02, 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> <ol style="list-style-type: none"> 1. The intent of this Request for Proposal (RFP) is to select a Computer Numerical Control (CNC) milling and turning instructional software. 2. Polk State College received a Round 3 Department of Labor TAACCCT grant to add the Mechanical Design and Fabrication specialization to the Engineering Technology Associate of Science degree program. This specialization will focus on CNC milling and turning. A HAAS mill and lathe were purchased to facilitate laboratory activities and National Institute for Metalworking Skills (NIMS) certification. 3. The grant specifically states that machining students receive NIMS aligned training that can lead to certifications in both milling and turning. 4. 12 1-credit courses for CNC milling and turning were developed and approved by Polk State College's Academic Quality Council. These courses are intended to fit into the open entry/open exit format of the Engineering Technology program, which is offered in an online hybrid format. 5. Polk State College needs a turn-key online instructional software that will integrate into its Desire2Learn Learning Management System (LMS), align with NIMS certifications, and provide content applicable to the HAAS mill and lathe. 	

Scope of Work

General

- a. NIMS aligned CNC milling and turning curriculum software
- b. Minimum 60 seat server license—one-time cost
- c. LTI or API that integrates with Desire2Learn or Brightspace
- d. 24/7 asynchronous online delivery
- e. Support HAAS CNC machining and turning
- f. CAD/CAM learning objectives (AutoCAD and/or SolidWorks)
- g. Assessment options (ie: pre- and post-testing)
- h. All maintenance, updates, installation, and training fees must be included

Service

- i. Provide all usage codes and hardware specifications for integrating instructional software into Polk State College's LMS Desire2Learn.
- j. Coordinate with Polk State College staff and instructors during the LMS integration process
- k. Provide instructor training on how to use the software (on or off-site)

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 RFP, 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 RFP.
- **Submittal:** Credentials prepared and delivered in response to an RFP.

2. **Contact:** Any questions, recommended changes to the RFP documents, or other matters regarding this RFP 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 RFP 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 and Oral Presentations.

3. **Inquiries:** All Proposers shall carefully examine the RFP 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 RFP documents shall be requested in writing, and received by Polk

State's Director of Purchasing by **12:00 noon on March 20th, 2015.**

All questions must be emailed to millquist@polk.edu, using the subject line RFP #15-01 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 RFP.

4. **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/rfp-15-01-cnc-milling-turning-instructional-software/>

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 RFP 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 RFP 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 mlillquist@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 1** 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 RFP 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 RFP.
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 RFP 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 RFP, 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 RFP 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 RFP.

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 RFP 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 RFP, 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 RFP, 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.

Tentative Procurement Schedule

1. The tentative schedule for this RFP is as follows:

Date	Item, Location & Time
March 2, 2015	RFP Advertised and Released (distributed)
March 20, 2015	Cut-off for Proposer's questions by 12:00pm
April 3, 2015	Proposals Due <i>Deliver to the Purchasing Department Room WAD -139 by 4 p.m. EST</i>
April 6, 2015	Evaluation Team Meets and Short-lists (If Required) <i>Room ATC1165 time TBD</i>
April 9, 2015	Oral Presentations (If required) and reference checks <i>Room ATC1165 time TBD</i>
April 13, 2015	Recommendation of award posted <i>Website, Winter Haven campus purchasing office</i>
April 16, 2015	President's Approval

2. The above tentative schedule is subject to change. All changes will be posted on the website at:

<http://www.polk.edu/purchasing/bids-rfps/rfp-15-01-cnc-milling-turning-instructional-software/>

3. College Calendar:

Polk State's College Calendar is available on-line at:

<http://www.polk.edu/academics/academic-calendars/>

Website

Polk State Purchasing Department's Website

The Purchasing Department's website can be found at:

www.polk.edu/purchasing/

RFP #15-01 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/rfp-15-01-cnc-milling-turning-instructional-software/>

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

- 1) RFP 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 RFP

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/rfp-15-01-cnc-milling-turning-instructional-software/>

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 **six (6) complete sets (hard-copies in binders)** of your Proposal as follows:
 - 1) One (1) original. Please identify the original by using a post-it on the cover labeled "original".
 - 2) Five (5) hard-copies. Please identify the copies by using post-its on the cover labeled "copy".
 - 3) 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><i>Company Name</i> <i>Return Address</i> RFP #15-01 (CNC) Milling and Turning Instructional Software Due: April 03, 2015 at 4:00 p.m.</p>
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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.

References

- a.
 - 1) Company name
 - 2) Address
 - 3) Contact Person
 - 4) **E-Mail address** (Required – *References submitted without E-Mail addresses will be disregarded*)
 - 5) Phone number
 - 6) Toll-free number
 - 7) Fax number
 - 8) Educational References (college and/or university)
 - 9) Non-Educational References

- b. Do not include as a reference:
 - 1) References which are located in foreign countries
 - 2) Polk State staff or District Board of Trustees (DBOT) members.

- c. The evaluation team considers both the information provided by the references, and the percentages of replies received.

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

Evaluation of Proposals

Award will be made on an "All-or-None" basis. Award shall be based upon a responsible Proposer whose proposal is responsive to the RFP, demonstrates a clear understanding of the requirement, and demonstrates the capabilities to perform satisfactorily based on service and price matters. Award will not be based solely on price, but rather an evaluation of all aspects of the Proposer's proposal and determined to be most advantageous to Polk State College. The College reserves the right to award this RFP in full, in part or make no award at all.

The College also reserves the right to award to the next highest evaluated, responsive and responsible bidder for any and all groups, subgroups, or items in the event of vendor default, non-performance, non-compliance or similar issues affecting the College's ability to obtain services at any time throughout the contract period.

Award shall be based upon a responsible Proposer whose proposal is responsive to the RFP, demonstrates a clear understanding of the requirement, and demonstrates the capabilities to perform satisfactorily based on service and price matters. Award will not be based solely on price, but rather an evaluation of all aspects of the Proposer's proposal and determined to be most advantageous to Polk State College.

The College reserves the right to award this RFP to the Proposer whose proposal is determined to be in the best interests of, and the most advantageous to Polk State College.

An evaluation committee will review all documentation submitted to determine how the Vendor's response satisfies the needs of Polk State College as outlined in this Request for Proposal. The evaluation criteria shall be based on compliance with the requirements specified in this RFP. The committee members may consist of College Faculty, Staff, Students, and designated experts.

Top-ranked Proposers, as selected by the Evaluation Committee, may be required to give an oral presentation or participate in discussions/negotiations of their proposals. The purpose of such meetings is to provide an opportunity for the Evaluation Committee to obtain clarifications on selected proposals. The College will schedule the time and location of these meetings. Presentations, discussions, and negotiations are an option of the College and will only be conducted at the request of the College. Therefore, the initial proposal should be submitted as complete as possible.

Emphasis shall be placed on meeting the functional specifications of the RFP. Award shall be made to the Vendor offering the best service for the cost, based on the evaluation of the criteria listed below and the content of the Proposer's proposal in accordance with the following criteria:

Qualifications	(10%)	10 points
Curriculum/Delivery	(40%)	40 points
Costs	(45%)	45 points
Location	(5%)	5 points
Total	(100%)	100 points

Qualifications

- a. (0-10 points) Company Credentials, completed projects, and references

Curriculum/Delivery

- a. (0-15 points) NIMS aligned curriculum for both milling and turning
- b. (0-15 points) Desire2Learn learning management system integration and 24/7 asynchronous online delivery.
- c. (0-10 points) – Minimum 60 seat server license

Cost Proposal

- a. (0-20 points) – A structured, comprehensive and logical breakdown of all price, costs (including maintenance and training fees, and shipping/freight charges), markups and discount rates associated with the supplies/services offered in relation to the Scope of Work and to meet the specification of the RFP.
- b. (0-10 points) – one time cost
- c. (0-15 points) cost per projected students (~180 students over next three years)

Evaluation of the price proposal is not based solely on any numerical totals or ranking of the proposals by price/cost, but rather a subjective evaluation on the reasonableness of the prices/costs offered including, but not limited to the following areas:

- a. Price Proposal is comparative to the effort described in the Proposer's service proposal.
- b. Price Proposal is reasonable in relation to the Proposer's financial stability and in comparison with other like projects performed by the Proposer.
- c. Price Proposal is complete, accurate and in the method prescribed by the RFP.
- d. Price Proposal is reasonable in comparison with the other offers, the RFP for the cited effort, and within PSC's determination of the competitive range of price proposals.
- e. A structured, comprehensive and logical breakdown of the price/costs associated with services provided by the Proposer in relation to the proposal submitted in response to the RFP.

The price schedule should be sufficiently detailed to allow analysis and comparison with the service proposal.

Polk State shall be the sole judge of its own best interests, the proposals, and approval of the resulting contract. Polk State's decisions will be final.

Location

(0-5 points)

Geographic location of office that will have direct responsibility for this project.

Points will be awarded based on the office having direct responsibility for this contract.

Special Condition #27.01 "Written Opinion Requirement re: Florida Preference- Personal Property"

Polk State College is required in solicitations to comply with providing a preference to Florida Businesses in accord with Fla. Statute # 287.084(personal property) for purchases greater than \$65,000.

To be Responsive, Personal Property Out of State Bidders/Proposers/Firms shall submit **with their bid /proposal/submittal** a fully completed "Written Opinion Requirement re: Florida Preference- Personal Property" form OR on the Attorney at Law's LETTERHEAD a written opinion with all required information. The submitted document MUST be signed by an attorney at law licensed to practice law in the bidders/proposers foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.

1. **Name of firm** submitting a Bid /proposal/ ITN Reply: _____
2. List the **State** which is the Principal Place of Business for the Bidders/Proposer: _____
3. List the **Name of your Attorney at Law** licensed to do business in that state:

- 3A. Phone # and email address of your attorney: (____) _____
Email: _____

4. **Attorney Written Opinion:**

Define below if the bidders/proposers foreign State , has laws that provide preferences, if any or none, granted by the law of the foreign state as to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.

- 4A. What is the specific web url where the bidders/proposers foreign state law is defined as to providing preference to in state businesses for any or all public contracts?

- 4B. The bidders'/proposers' foreign state law provides what percentage preference to in state businesses for any or all public contracts? _____%
- 4C. The bidders' / proposers' foreign state does not have any laws that provide a preference to in state businesses for any or all public contracts? Yes____ No _____

5. **Signature** of your Attorney at law licensed to do business in that state:
_____ Printed Name: _____

Note: Bidders/Proposers who are submitting bids/proposals for Personal Property whose principal place of Business is out of the State other than Florida; Failure to submit a fully completed "Written Opinion Requirement re: Florida Preference- Personal Property" will cause their Bid/ Proposal to be considered non-responsive.

The failure to submit with their bid, proposal, or reply the written option requirement noted above may be waived as non-material if all vendors responding to the solicitation have their principal place of business outside of Florida.

Listed below is a copy of:

Florida Statute # 287.084 Preference to Florida businesses.

(1)(a) When an agency, university, college, school district, or other political subdivision of the state is required to make purchases of personal property through competitive solicitation and the lowest responsible and responsive bid, proposal, or reply is by a vendor whose principal place of business is in a state or political subdivision thereof which grants a preference for the purchase of such personal property to a person whose principal place of business is in such state, then the agency, university, college, school district, or other political subdivision of this state shall award a preference to the lowest responsible and responsive vendor having a principal place of business within this state, which preference is equal to the preference granted by the state or political subdivision thereof in which the lowest responsible and responsive vendor has its principal place of business. In a competitive solicitation in which the lowest bid is submitted by a vendor whose principal place of business is located outside the state and that state does not grant a preference in competitive solicitation to vendors having a principal place of business in that state, the preference to the lowest responsible and responsive vendor having a principal place of business in this state shall be 5 percent.

(b) Paragraph (a) does not apply to transportation projects for which federal aid funds are available.

(c) As used in this section, the term "other political subdivision of this state" does not include counties or municipalities.

(2) A vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.

(3)(a) A vendor whose principal place of business is in this state may not be precluded from being an authorized reseller of information technology commodities of a state contractor as long as the vendor demonstrates that it employs an internationally recognized quality management system, such as ISO 9001 or its equivalent, and provides a warranty on the information technology commodities which is, at a minimum, of equal scope and length as that of the contract.

Non-Responsive Proposals

- a. Non-responsive proposals will be rejected by the Purchasing Department, and will not be distributed to the Evaluation Team for consideration. Additionally, the Evaluation Team may determine that one or more required submittals/documentation are so inadequate as to be determined to be non-responsive. Non-responsive proposals may include, but are not limited to the following:
 - 1) Late submission.
 - 2) Proposer does not meet minimum requirements.
 - 3) Failure to follow the required format.
 - 4) Failure to sign the proposal.
 - 5) Failure to acknowledge addenda (unless all changes are not materiel, ex: extending the due date).
 - 6) Failure to provide required submittals / documentation.

- b. The Evaluation Team will evaluate all responsive written proposals to determine which proposals best meet the needs of Polk State based on the Evaluation Criteria.

Evaluation of Written Proposals / Short-Listing (If Required)

- a. Upon completion of the evaluation of all written proposals, the Evaluation Committee may short-list the Proposers to no less than two (2) firms to give an oral presentation.
- b. Only those firms with the highest scores rated in accordance with the above criteria will be invited to give oral presentations.
- c. The list of short-listed Proposers will be posted on the dedicated Webpage.

Notification of Short-Listing (If Required)

- a. The short-listed Proposers will be notified, as follows:
 - 1) An E-mail will be sent to those firms who have been short-listed, notifying them of the place and time of their interview/presentation.
 - 2) In the event that there are any specific questions/clarifications that the Evaluation Team would like for all of the Proposers to address/make, they will be included in this notification.
 - 3) Should the Evaluation Criteria for the Oral Presentations be changed, the revisions will be included in the letter.

Oral Presentations (If Required)

- a. Short-listed firms will be invited to give an oral presentation. These presentations shall provide an opportunity for the Proposer to clarify their qualifications, approach to the project, and ability to furnish the required services.
- b. The process may involve on-site visits to Proposer's or their clients' place of business.
- c. Firms responding to this RFP must be available for presentations/interviews.
- d. Should there be any changes to the time or location, they will be posted on the website at: <http://www.polk.edu/purchasing/bids-rfps/rfp-15-01-cnc-milling-turning-instructional-software/>
- e. The criteria for evaluating the oral presentation are subject to change. In the event that the criteria are revised, the short-listed Proposers will be advised of the changes. The final scoring will be wholly based on these criteria. Scores from the initial evaluation will not be "brought forward".
- f. The oral presentation time shall be limited to one (1) hour. Forty-five (45) minutes shall be allotted to the presentation with the remaining time for questions and answers with your project team.
- g. It is highly recommended that your project team should give the presentation.
- h. As part of your presentation, be prepared to discuss the services that you will provide, with an emphasis on **services to be provided on this project**. Additionally, discuss your firm's **ability to complete this project on time and within budgetary constraints**.
- i. Written handouts and/or "leave-behinds", such as brochures and PowerPoint hand-outs (recommend 3 slides per-page) are permitted. You should bring 4 hard-copies for the evaluation team.

- j. If you use PowerPoint or other visual aid as a part of your presentation, both a hard-copy and an electronic copy of the presentation **must be provided to the Evaluation Team Chairman upon your arrival.**
- k. Gifts, including food products, for the Evaluation Team are **expressly prohibited.** Please govern yourself accordingly.
 - 1) Please refer to **General Information** regarding Gifts.
- l. You may bring your presentation on a flash-drive. Polk State will provide a computer with MS Word, remote, and screen. Short-listed firms should consider bringing their own equipment (as a back-up precaution) to use for PowerPoint (or other) presentations, in case of software/hardware incompatibility. If your presentation requires specialized software, a laptop with that software loaded must be provided by the short-listed firm.
- m. The Oral Presentations are subject to the "Sunshine Law", FS 286.011, and therefore, are open to the public and will be audio-taped and/or video-taped.

Reference Check

- A. The Purchasing Department shall perform a written reference check.
 - 1) A 1-page reference questionnaire will be **EMailed** to each of the references listed in the Proposal.
 - 2) Each of your references should be aware that they may be contacted as per the schedule, and should be ready, willing and able to respond in a timely manner.
 - 3) A written tabulation of the responses will be provided to the Evaluation Team, therefore, this criteria need not be covered in your oral presentation.

Identical or Tie Scores:

- a. In the event two (2) or more Proposers are deemed equal during the evaluation process, the following criteria, in order of importance, shall be used to break said tie:
 - 1) Drug Free Work Place,
 - 2) Proposer's place of business is within Polk County, (office with direct responsibility for the contract).
 - 3) Proposer's place of business is within the State of Florida, (office with direct responsibility for the contract).
 - 4) Flip coin (office with direct responsibility for the contract).

Approval by Polk State's President

The ETeam shall rank the firms in accordance with scored criteria as indicated within the RFP and shall recommend a suggested ranking for approval/disapproval to Polk State's President.

Posting of Recommendation

- a. The President's final acceptance of ranking will be posted for review by interested parties at the Purchasing Department, and at the dedicated webpage.
- b. The recommendation will remain posted to the dedicated webpage and the ITB/RFP bulletin board in the Purchasing Department for a period of at least three (3) working days.

Protests

Failure to file a protest within 72 hours of posting of the recommendation for award shall constitute a waiver of proceedings.

Negotiation and Award

- a. Polk State anticipates award to the highest ranked Proposer, judged by Polk State to be the most advantageous. Final approval of the ranking of Proposer(s) shall be by Polk State's President.
- b. The RFP and ranking process does not constitute an offer, agreement or a contract with the Proposer. Once the ranking is approved, negotiations will commence with the top ranked firm. If successful, Polk State will award and enter into a contract with that firm. Failure to negotiate with the ranked firm, will result in a negotiation with subsequent ranked firm, and so on.
- c. The Contract will become binding upon approval by the appropriate level of authority within Polk State, and executed by the parties.

Winning proposer will be checked against the EPLS (Excluded Parties List Serve) system per the below regulation.

Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549

Evaluation Criteria for Written Proposals	
Criteria for Evaluating Written Proposals	Points
Curriculum and Delivery NIMS Aligned curriculum for both milling and turning Desire2Learn learning management system integration and 24/7 asynchronous online delivery Minimum 60 seat server license	40%
Cost One time cost Maintenance and training fees Cost per projected students (~180 students over next three years)	45%
Qualifications Company Credentials Completed Projects References	10%
Location (Special Condition #27) Geographic location of office that will have direct responsibility for this project	5%

Submittal Forms

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Electronic copies of the above forms are available at:

<http://www.polk.edu/purchasing/bids-rfps/rfp-15-01-cnc-milling-turning-instructional-software/>

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> <div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture </div>	
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.

x

Submitting Firm's Signature

Date

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

Bidder:

References

Educational Client Name / Address	Contact Person	Telephone & Fax Number	
	Name:	Phone:	
		Toll Free:	
	E-Mail:	Fax:	
	Name:	Phone:	
		Toll Free:	
	E-Mail:	Fax:	
	Name:	Phone:	
		Toll Free:	
	E-Mail:	Fax:	
	Name:	Phone:	
		Toll Free:	
	E-Mail:	Fax:	
	Name:	Phone:	
		Toll Free:	
	E-Mail:	Fax:	
Non-Educational Client Name / Address	Contact Person	Telephone & Fax Number	
	Name:	Phone:	
		Toll Free:	
	E-Mail:	Fax:	
	Name:	Phone:	
		Toll Free:	
	E-Mail:	Fax:	
	Name:	Phone:	
		Toll Free:	
	E-Mail:	Fax:	
	Name:	Phone:	
		Toll Free:	
	E-Mail:	Fax:	
	Name:	Phone:	
		Toll Free:	
	E-Mail:	Fax:	

Include Email Address

This form must be completed and included 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*)

Certificate Number:

Attach a copy, please.

Statement of No Proposal

RFP #15-01

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 RFP for the following reason(s):

- Scope of Work or Terms & Conditions are too "restrictive." (*please explain below*)
- Unable to meet requirements (*please explain below*)
- RFP 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: _____

Signature: _____ Printed Name: _____

Checklist

This checklist is provided to assist each Proposer in the preparation of their Proposal. Included in this check list are important requirements which are the responsibility of each Proposer to submit with their response in order to make their Proposal fully compliant. This checklist is only a guideline – it is the responsibility of each Proposer to read and comply with the RFP in its entirety.

Check (✓) each of the following when accomplished:

- Outside of box is marked accordingly: **RFP #15-01 for (CNC) Milling and Turning Instructional Software**. If you hand-deliver the Submittal, use the form provided on the website.
- Two (2)** electronic copies are included. Place in the front-inside pocket of each binder.
- Box is sealed with tape. The **six (6)** binders do not need to be placed in separate envelopes within the box.
- Is the final Addendum (if issued) signed and included?
- Is *Proposer Information Form* complete and included in Section 1?
- Is *Drug-Free Workplace* form signed and enclosed in Section 1, if applicable?
- Are *References* included in Section? Have you contacted each of them to ensure their EMail address is correct? Are they aware that they are listed as a reference and may receive a 1-page questionnaire?
- Is the *Minority and Woman Owned Business Declaration* form enclosed in Section 1, if applicable?

*This page is for your information use only.
It does not need to be submitted with your Proposal.*