

REQUEST FOR PROPOSALS 2008-05

**FULLY INCLUSIVE AFFORDABLE HOUSING LOCATOR
SUBSCRIPTION SERVICES**

for

FLORIDA HOUSING FINANCE CORPORATION

August 22, 2008

SECTION ONE INTRODUCTION

A. Florida Housing’s rental locator (Locator) has become a valuable, reliable resource in helping households search for affordable rental units that meet their needs. Florida Housing finds that the Locator’s on-line and call center services exceeds our initial expectations, and as a result, it is time to fully implement the original goal of including any affordable rental unit statewide that meets our inclusion standards.

B. The optimal benefits and utilization of a fully inclusive rental housing locator has been demonstrated in the partner counties that fund the inclusion of non-Florida Housing funded affordable rentals in their respective counties. They report that service providers working in their counties have found the expanded listings in the Locator have been very beneficial in helping consumers.

C. In order for the Locator to reach its full potential to serve low and moderate income rental households, Florida Housing must fund the contracted services required to develop and maintain a fully inclusive web-based affordable rental search tool and resource.

D. Florida Housing is soliciting competitive, sealed responses from qualified entities to provide Affordable Housing Locator services as generally described in Section Four of this Request for Proposal (RFP), and any other term and condition in any contract subsequently awarded. Florida Housing intends to award a single contract to an Offeror who will provide all Affordable Housing Locator services specified in this RFP. All Subcontractors and Joint Ventures must be specified, and all professional criteria outlined in this RFP will apply to any Subcontractors or Joint Ventures except as otherwise provided herein. Subcontractors must receive written approval from Florida Housing before performing any service under this RFP or any Contract awarded as a result of this RFP.

SECTION TWO DEFINITIONS

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

“Affordable Housing Locator”	An on-line, searchable database of affordable rental housing listings.
“Affordable Housing Locator Service Provider”	The Offeror, who is a subscription provider of an Affordable Housing Locator database, awarded a Contract by Florida Housing to provide the Affordable Housing Locator services described in Section Four of this RFP.

“Board”	The Board of Directors of Florida Housing Finance Corporation.
“Committee”	The review committee composed only of employees of Florida Housing that is established pursuant to Fla. Admin. Code, R. 67-49.007.
“Contract”	The document containing the terms and conditions of this RFP and any other term or condition that is agreed to by the parties.
“Days”	Calendar days, unless otherwise specified.
“Effective Date”	The date the last party signs the Contract that is awarded as a result of this RFP.
“Florida Housing”	Florida Housing Finance Corporation, a public corporation and public body corporate and politic created by Section 420.504, Fla. Stat.
“Florida Housing Data Clearinghouse”	The Florida Housing Data Clearinghouse, housed at the Shimberg Center for Affordable Housing at the University of Florida, provides public access to data about housing needs and supply, subsidized rental housing and household demographics in Florida communities.
“Interested Party”	A person or entity that obtains a copy of the RFP from Florida Housing.
“Joint Venture”	A legal entity comprised of two or more business entities engaged in the joint prosecution of a particular transaction for mutual profit. For all intents and purposes regarding this RFP any Joint Venture shall be treated as a partnership, with full responsibilities and liabilities applying severally to each business entity of the Joint Venture.
“Offeror”	Any person or entity who has the capability in all respects to perform fully the requirements contained in this RFP and submits a response to this RFP.
“Response”	The written submission by an Offeror to this RFP.

“RFP”	This Request for Proposals, including all exhibits referenced in this document and all other documents incorporated by reference.
“Subcontractor”	An entity which contracts with the Offeror to perform a specific part or parts of the services undertaken by the Offeror pursuant to this RFP. For the purposes of this RFP, any Subcontractor shall be bound by and shall comply with the provisions of the Contract between Florida Housing and the Affordable Housing Locator Service Provider regarding the specific part or parts of the subcontracted services.
“Staff”	Any employee of Florida Housing, including the Executive Director.
“Website”	The Florida Housing Finance Corporation website, the Universal Resource Locator (URL) of which is www.floridahousing.org .

SECTION THREE PROCEDURES AND PROVISIONS

A. An Offeror must submit an original and eight (8) copies of the Response in a sealed envelope marked “RFP 2008-05.” Each envelope or package containing Responses must clearly state the name of the Offeror. The Response that is the original must clearly indicate “Original” on that Response. Florida Housing shall not accept a faxed or e-mailed Response. Florida Housing must receive any Responses on or before 2:00 p.m., Eastern Time, on Wednesday, September 24, 2008. Responses shall be opened at that time. Responses must be addressed to:

Robin L. Grantham
Contracts Administrator
Florida Housing Finance Corporation
227 North Bronough Street, Suite 5000
Tallahassee, FL 32301-1329
(850) 488-4197; Fax (850) 414-6548
E-mail: robin.grantham@floridahousing.org

B. This RFP does not commit Florida Housing to award a Contract to any Offeror or to pay any costs incurred in the preparation or mailing of a Response.

C. All services under the Contract awarded are to be performed solely by the contractor, and may not be subcontracted or assigned without the prior written approval and consent of Florida Housing, which consent shall not be unreasonably withheld.

D. Florida Housing reserves the right to:

1. Waive minor irregularities;
2. Accept or reject any or all Responses received as a result of this RFP;
3. Obtain information concerning any or all Offerors from any source;
4. Schedule an oral interview and/or presentation before the Committee and/or the Board from any or all Offerors;
5. Select for Contract negotiation or for award, a Response other than that with the highest score if, in the judgment of Florida Housing, its and the public's interest shall be best served; and
6. Negotiate with the successful Offeror with respect to any additional terms or conditions of the Contract.
7. Pursuant to Fla. Admin. Code R. 67-49.004, Florida Housing may modify the terms of the RFP at any point prior to the due date of Responses. A notice of such modification shall be posted on Florida Housing's Website and shall be provided to potential Offerors who requested copies of the RFP. The deadline for receipt of Responses may be extended as deemed necessary by Florida Housing.

E. Any Interested Party may submit any question regarding this RFP in writing via mail, fax, or e-mail to Robin Grantham at the address given in Section Three, paragraph A. All questions are due by 5:00 p.m., Eastern Time, on Monday, September 8, 2008. Phone calls shall not be accepted. Florida Housing expects to respond to all questions by 5:00 p.m., Eastern Time, on Friday, September 12, 2008. Florida Housing shall post a copy of all questions received and their answers on Florida Housing's Website at

<http://www.floridahousing.org/Home/BusinessLegal/Solicitations/RequestForProposals.htm>

Florida Housing shall also send a copy of those questions and answers in writing to any Interested Party that requests a copy. Florida Housing shall determine the method of sending its answers, which may include regular U.S. mail, overnight delivery, fax, e-mail or any combination of the above. Only written responses or statements from Robin Grantham, Contracts Administrator, or her designee, that are posted on the Website shall bind Florida Housing. No other means of communication, whether oral or written, shall be construed as an official response or statement from Florida Housing.

F. Any person who wishes to protest the contents of this RFP or other specifications, including addenda, must file a protest in compliance with Section 120.57(3), Fla. Stat., and Fla. Admin. Code R. 28-110. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., shall constitute a waiver of proceedings under Chapter 120, Fla. Stat.

G. The term of the Contract shall be for three (3) years subject to a satisfactory annual performance review at the sole discretion of Florida Housing. If the parties mutually agree in writing, the Contract may be renewed twice; each renewal shall be for an additional one-year period.

H. From time to time and in accordance with its procurement rules, Florida Housing contracts with vendors (“Florida Housing Contract Vendor”) to provide certain services. Prior to ordering any services in connection with this RFP, whether on behalf of the Offeror, Florida Housing, or any third party, the successful Offeror shall first consult with Florida Housing’s Contract Administrator and if such services are available through a Florida Housing Contract Vendor, the successful Offeror shall utilize the Florida Housing Contract Vendor to provide such services. Any costs or expense incurred for services provided by a vendor other than a Florida Housing Contract Vendor (when such services are available through a Florida Housing Contract Vendor), shall not be eligible for payment hereunder; rather, all such costs or expense shall be the sole responsibility of the successful Offeror.

SECTION FOUR SCOPE OF SERVICES

The Affordable Housing Locator Service Provider shall perform and render the services reflected below as an independent contractor and not as an agent, representative, or employee of Florida Housing. The services and requirements as outlined in Section Four of this RFP shall include, but not be limited to, existing and future Florida Housing funded rental developments. As of the date of this RFP, Florida Housing has funded more than 1,220 rental developments, accounting for over 183,000 units. In addition to Florida Housing’s portfolio, the Locator shall include subsidized and private market-rate rental units that are affordable for those households that earn up to 120 percent of the area median income. The following contractual services, including but not limited to, are required to be provided:

A. The overall design, development, implementation, operations and maintenance of an Affordable Housing Locator that includes the following services and features:

1. An internet-based online site (in English and Spanish) that is free of charge to the public and eligible property owners and managers and enables:

- a. Property owners and managers to self-register and regularly update information regarding their rental properties and units that meet the determined eligibility requirements for inclusion in the affordable housing locator. The Offeror shall propose policies and procedures to ensure the registrant updates property and unit information in a timely manner;
- b. Public users to search for registered rental units that meet each household's needs and preferences using at least the following search criteria:
 - All registered units;
 - Only units that are available to rent at the time of the search or within the near future;
 - Location by county, city and street address;
 - Number of unit bedrooms and bathrooms;
 - Rent and related costs such as application fees, deposits, utilities;
 - Acceptance of rental assistance subsidies such as HUD Housing Choice (Section 8) Vouchers;
 - Income based or sliding scale rent;
 - Credit and/or criminal background check requirements;
 - Property characteristics, features and amenities;
 - Unit characteristics, features and amenities;
 - Property and unit accessibility and related features for persons with disabilities;
 - Proximity to public transportation;
 - Proximity to community resources such as schools, shopping and healthcare providers;
 - Senior housing or other special needs population housing;
 - Pets allowed; and
 - Spanish speaking property management staff.
- c. Public users to conduct a basic search providing minimal information or more advanced searches providing additional information, including accessibility needs, that refines the rental unit search findings.
- d. Public users to utilize online features to assist in determining the amount of rent they can afford, find information regarding rental assistance, tenant rights and responsibilities, as well as factors to consider when renting a home.

- e. Public users to access information and links to community resources that may be helpful to the household regarding self-sufficiency and financial assistance, supportive services for special needs, and emergencies.
2. The Affordable Housing Locator Service Provider shall be required to provide a online test site for review and comments by Florida Housing staff prior to Florida Housing approving the online site for public use.
3. The Affordable Housing Locator Service Provider shall be required to provide in detail, the systems and procedures that will be used to effectively host, operate and maintain the internet-based general online site and its applications. The system must also have the functionality and capacity to integrate or share data from other housing databases, as well as to incorporate Internet security applications and features that protect public users, registered housing providers, Florida Housing, as well as the Locator's database and applications.
4. The Affordable Housing Locator Service Provider shall retain the internet address of www.floridahousingsearch.org for the online site and meet or exceed Section 508 Web Content Accessibility Standards.

B. A toll-free call center that provides staff at least Monday through Friday from 9 a.m. to 5 p.m. Eastern Time, in order to perform and accomplish the following:

1. Assist property owners and managers to understand the purpose, function and requirements of the Affordable Housing Locator; and to assist eligible and interested parties to register and update information regarding their eligible rental properties and units.
2. Assist public users to understand the purpose, function and features of the Locator; provide instruction on how to conduct a rental unit search; and to conduct searches for callers and/or assist them with information and referral to community resources if they request the assistance.
3. Adequately staff the call center with bilingual employees to sufficiently handle the number of calls from Spanish-speaking users. The call center must meet national standards in handling calls and responding to inquiries from persons with hearing and vision impairments.

4. Propose procedures to acquire information and provide reports to Florida Housing on public inquiries and requests for assistance to call center staff. The information shall include the number of callers, number of searches conducted, types of inquiries or requests, first time or repeat user, where they learned about the site and, if applicable, where they are searching for a rental home. There shall be no personal information collected about the public caller. Public callers shall not be required to answer all or some of the questions to receive services from call center staff.

C. Collection and reporting of information and statistics on the use of the Locator including, but not limited to, the following:

- Number of listings;
- Available units;
- Total units;
- Registered landlords;
- Searches;
- Individual field usage;
- Address of listings;
- Status of listings and searches available by date;
- Status of listings (available, rented, waiting list, etc.); and
- Status of listings available by specific dates.

D. The Affordable Housing Locator Service Provider will collect and report the information required above in paragraph C. The Affordable Housing Locator Service Provider shall propose a structure that employs three unique identification property codes for each registered property. They are as follows:

1. The unique identification codes of Florida Housing properties;
2. The unique identification codes of the Florida Housing Data Clearinghouse;
3. The Offeror's unique identification code;

These codes shall be compiled as information fields. The Affordable Housing Locator Service Provider shall propose policies and procedures by which these property identification codes will be used to gather statistics and report on registered Florida Housing-funded and other assisted properties and units as well as monitor participation by registered property owners. The Affordable Housing Locator Service Provider must demonstrate how the data will be made readily accessible to Florida Housing when needed.

E. In addition to the above services and activities, the Affordable Housing Locator Service Provider shall also be required to perform the following related activities and functions.

1. Prepopulate the new fully inclusive database with registered property and unit data from the existing database. When initially populating the new database with existing data, the registered property and unit data must be assigned the correlating unique property identification codes for Florida Housing, the Florida Housing Data Clearinghouse and, if applicable, the Affordable Housing Online Locator Service Provider.
2. Accept monthly data feeds from Florida Housing and store this monthly feed in the fully inclusive database. This data shall match or provide a crosswalk between the unique identification code or keys assigned by the Affordable Housing Online Locator Service Provider to the Florida Housing, Florida Housing Data Clearinghouse and other identifiers determined by Florida Housing.
3. Provide monthly data feeds to be used for aggregated report generation. The data feed should contain keys given in paragraph 2. above, allowing the data to be matched to sources external to the Locator during report generation. The data feed provided should be in a vendor neutral format, such as flat files encoded in ascii or utf-8.
4. Provide a process for identifying duplicate properties or listing in the Locator database and tracking those actions. The properties in the Locator should be unique and free of duplication. Although, the Affordable Housing Online Locator Service Provider may find duplicates and shall develop a process to remove the duplicates and provide a tracking mechanism.
5. Marketing the fully inclusive Locator, that may include but not limited to:
 - Informing the already registered landlords of any changes in policies or procedures regarding registering or updating their units or properties;
 - Promoting respective services to landlords and public users;
 - Recruiting new landlord registrants;
 - Assisting Florida Housing and its designees to develop and disseminate a marketing plan or guide for local communities and stakeholders to use to recruit landlords and increase awareness among the public and relevant community resources that serve the public;
 - Assisting Florida Housing in monitoring the registration of Florida Housing funded and non-funded property owners and affordable units, as well as public use of the Locator services to help determine the need for changes to the marketing plan and/or activities. During the first year of Locator operations the

Affordable Housing Locator Service Provider shall provide monitoring reports to Florida Housing on a monthly basis and, at least quarterly, after the first year of operations.

SECTION FIVE CERTIFICATION

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

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

B. Any material submitted in response to this RFP is a public record pursuant to Chapter 119, Fla. Stat., and subject to examination upon request, after Florida Housing provides a notice of decision pursuant to Section 120.57(3), Fla. Stat., or within 10 Days after the Response is opened, whichever is earlier.

C. The Offeror is in compliance with Section 420.512(5), Fla. Stat., which provides:

“Service providers shall comply with the following standards of conduct as a condition of eligibility to be considered or retained to provide services. For purposes of paragraphs (a), (b), and (c) only, the term ‘service provider’ means and is limited to a law firm, an investment bank, or a credit underwriter, and the agents, officers, principals, and professional employees of the service provider.

(a) A service provider may not make contributions in any amounts, directly or indirectly, for or on behalf of candidates for Governor, nor shall any service provider make a contribution in excess of \$100 to any candidate for a member of the State Board of Administration other than the Governor in Florida while the service provider is included in an applicant pool from which service providers are selected to provide services to the corporation, while the service provider provides services to the corporation, and for the longer of a period of 2 years thereafter or for a period through the next general election for Governor.

(b) The service provider shall not participate in fundraising activities for or on behalf of candidates for Governor in Florida while the service provider is included in an applicant pool from which service providers are selected to provide services to the corporation, while the service provider provides services to the corporation, and for the longer of a period of 2 years thereafter or for a period through the next general election for Governor.

(c) Service providers shall provide to the corporation a statement that the service provider has not contributed to candidates for Governor or contributed in excess of the amounts allowed by this section for a member of the State Board of Administration or engaged in fundraising activities for or on behalf of candidates for Governor in Florida since the effective date of this section or during the 24 months preceding the service provider's application to provide services to the corporation, whichever period is shorter.

(d) The service provider may not engage in prohibited business solicitation communications with officers, members, or covered employees of the corporation.

(e) If a service provider is in doubt as to whether its activities, or the activities of its principals, agents, or employees, violate the provisions of this section, it may request a declaratory statement in accordance with the applicable rule and Section 120.565, Fla. Stat.

(f) If the corporation determines that a service provider has failed to meet the provisions of this section, it shall consider the magnitude of the violation and whether there has been a pattern of violations in determining whether to terminate or decline to enter into Contracts with the service provider.”

D. For the purpose of Section 420.512(5), Fla. Stat., “Prohibited Business Solicitation Communications” is defined by Section 420.503(31), Fla. Stat., which provides:

“‘Prohibited business solicitation communication’ means a private written or verbal communication between a member, officer, or covered employee of the corporation and a service provider regarding the merits of the service provider and whether the corporation should retain the services of the service provider. The term does not include:

- (a) A verbal communication made on the record during a public meeting;
- (b) A written communication provided to each member and officer of the corporation and made part of the record at a public meeting;
- (c) A written proposal or statement of qualifications submitted to the corporation in response to a corporation advertisement seeking proposals or statements of qualifications as part of a competitive selection process.
- (d) A verbal or written communication related to the contractual responsibilities of a service provider who was selected to provide services or who was included in a pool of service providers eligible to provide services as a result of a competitive selection process, so long as the communication does not relate to solicitation of business.
- (e) A verbal or written communication related to a proposed method of financing or proposed projects, so long as the communication does not relate to solicitation of business.”

E. The Offeror is in compliance with Section 287.133(2)(a), Fla. Stat., which provides in part:

A person or affiliate, who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not:

- a. submit a bid on a contract to provide any goods or services to a public entity;
- b. submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
- c. submit bids on leases of real property to a public entity;
- d. be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and;
- e. transact business with any public entity in excess of the threshold amount provided in Section 287.017, Fla. Stat., for CATEGORY TWO: \$25,000, for a period of 36 months from the date of being placed on the convicted vendor list.

F. The Offeror acknowledges that any Offeror selected shall be prohibited from engaging in activities in connection with services related to Florida Housing transactions that produce direct or indirect financial gain for the Offeror other than the compensation agreed upon in the Contract that results from this RFP, unless that Offeror has written consent from Florida Housing's Executive Director after Florida Housing has been fully informed of such activities in writing.

G. In addition to the conflict of interest rules imposed by the Florida Statutes, the Offeror that is selected to provide these services may not engage in any actual, apparent, or potential conflict of interest. Should any such actual apparent, or potential conflict of interest come into being subsequent to the effective date of the Contract and prior to the conclusion of the Contract, the Offeror shall provide notification (Notice of Conflict of Interest) to Florida Housing, through first class certified mail, return receipt requested, within 10 working days, seeking written consent from Florida Housing's Executive Director. If the Offeror is found to be in non-compliance with this provision, without written consent from Florida Housing's Executive Director, any compensation received in connection with the Contract shall be subject to forfeiture to Florida Housing.

H. Certification Statement (**Threshold Item**)

THE FOLLOWING SHALL BE REPEATED IN THE OFFEROR'S RESPONSE AND SIGNED BY AN INDIVIDUAL AUTHORIZED TO BIND THE OFFEROR. FAILURE TO INCLUDE THE CERTIFICATION STATEMENT BEARING AN ORIGINAL SIGNATURE SHALL RESULT IN REJECTION OF THE RESPONSE.

“I agree to abide by all conditions of RFP 2008-05 and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response as the Offeror and that I am in compliance with all requirements of the RFP, including but not limited to, the certification requirements stated in Section Five of this RFP.”

Authorized Signature (Original)

Print Name and Title

**SECTION SIX
INFORMATION TO BE PROVIDED IN RESPONSE**

A. COVER LETTER

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

1. The name, job title, address, office and cellular telephone numbers, fax number, and e-mail address of a primary contact person, who will be responsible for day-to-day contact with Florida Housing, and any backup personnel who would be accessible if the primary contact cannot be reached.
2. Legal business status (individual, partnership, corporation, etc.) and address and telephone number of the Offeror.

B. GENERAL INFORMATION

1. Provide information regarding the identity of any proposed Subcontractors or any members of a Joint Venture, if any.
2. Provide a brief history of the Offeror, including the year organized, ownership, and the total number of employees and location of offices.
3. Describe the Offeror's ability to provide the services requested in Section Four of this RFP immediately upon award of the Contract.

C. SCOPE OF SERVICES

1. Provide a proposed plan and timeline which describes how the Offeror intends to implement all of the services in Section Four, Scope of Services.
2. Provide marketing and outreach strategies directed to property managers and public users. Provide three (3) separate marketing options:
 - (a) One option detailing minimal marketing activities;
 - (b) One option detailing moderate marketing activities;
 - (c) One option detailing maximum marketing activities;
3. Provide the system by which registrations of property owners and landlords, listings of properties and units, updates, searches, visits, individual field usage, and all pertinent information shall be monitored and tracked. Include policies and procedures by which the data will be captured for reporting to Florida Housing. Provide all information fields that will be used in the construction of the website.
4. Describe any additional activities that are not included in Section Four of this RFP that the Offeror deems critical to the development and maintenance of an Affordable Housing Locator for Florida, and provide fees for those services separately and as part of the pricing schedule referred to in Section Six, subsection F., of this RFP. If the Offeror believes that any facet of the scope in this RFP should be revised, the Offeror shall not be penalized for making revisions to the scope as long as the Offeror explains the revision.

D. QUALIFICATIONS OF PERSONNEL

List the names of the key individuals proposed to be assigned to provide the services requested in Section Four of this RFP who will perform the services requested in Section Four of this RFP. Include information about their qualifications, experience, and availability to complete the services requested.

E. EXPERIENCE

1. Provide a detailed description of previous work experience in providing services similar to those described in Section Four of this RFP.
2. Provide at a minimum three (3) references from clients for which your firm provided professional services, similar to the proposed services in Section Four, within the last twelve (12) months, including names, addresses, telephone numbers and e-mail addresses.
3. Provide information on any contract entered into by the Offeror to provide services similar to those described in Section Four of this RFP that was terminated prior to completion in the last five (5) years. Provide details of such circumstances.

F. FEES/COSTS

1. Indicate and provide an explanation of all fees to be charged to Florida Housing. Include a pricing schedule of the costs for initial design and development; implementation to include marketing and outreach strategies; ongoing hosting and maintenance; and enhancements. Include and explain hourly rates. The fee structure must include a maximum annual fee to be charged to Florida Housing.
2. Provide detailed costs for marketing and outreach strategies for the following three (3) options:
 - (a) Minimal marketing activities;
 - (b) Moderate marketing activities; and
 - (c) Maximum marketing activities;

NOTWITHSTANDING THE FOREGOING, THE FINAL FEE SCHEDULE SHALL BE SUBJECT TO NEGOTIATION

G. DRUG-FREE WORKPLACE

If the Offeror has implemented a drug-free workplace program, pursuant to Section 287.087, Fla. Stat., the Offeror must submit a valid affidavit to demonstrate its status.

H. MINORITY BUSINESS ENTERPRISE

If the Offeror is a minority business enterprise as defined in Section 288.703, Fla. Stat., the Offeror must submit a valid affidavit to demonstrate its status.

I. CERTIFICATION STATEMENT (**Threshold Item**)

FAILURE TO INCLUDE THE CERTIFICATION STATEMENT LOCATED IN SECTION FIVE OF THIS RFP BEARING AN ORIGINAL SIGNATURE SHALL RESULT IN REJECTION OF THE RESPONSE.

**SECTION SEVEN
EVALUATION PROCESS**

Individual Committee members shall evaluate and rank the Responses independently. As indicated in this section, points shall be assigned to certain items presented in Section Six of this RFQ. The individual Committee members shall evaluate the Responses by reviewing the answers to each of the items and assigning points up to the maximum points allowed for each item. The Committee shall not use those items without points assigned in computing the numerical score, but shall use them as part of their evaluation and recommendation process, for informational purposes, or as a basis for possible disqualification. The Committee shall also use the various scored items as a part of its evaluation and recommendation process. Based on the criteria for selection, committee members shall rank each Response with the highest rank being “1”.The Committee may conduct one or more public meetings during which members may discuss their evaluations, make any adjustments deemed necessary to their evaluations to best serve the interests of Florida Housing’s mission, interview Offerors, observe web-based presentations by Offerors, and develop a recommendation or series of recommendations to the Board. The Committee and/or Staff may make a recommendation, in addition to providing the ranking information and the information from the non-scored items to the Board for the Board to use in making the final selection. The Committee and/or Staff may also give the Board a written and/or verbal narrative describing the reasons for any recommendation. In the event of a tie, Florida Housing shall give preference to the Response certifying a drug-free workplace has been implemented in accordance with Section 287.087, Fla. Stat. If a tie continues to exist, Florida Housing shall give preference to minority business enterprises as defined in

Section 288.703, Fla. Stat. Staff may recommend that the Board conduct oral interviews as part of the evaluation process to select the Offeror. The Board may use the Responses, the Committee’s ranking, the non-scored items in the Responses, any other applicable or relevant information or recommendation provided by the Committee or Staff, any oral presentations of Offerors and any other information the Board deems relevant in its selection of Offerors to whom to award a Contract. The points available for each of the Section Six items to be evaluated are as follows:

<u>Item Reference</u>	<u>Maximum Points</u>
B.1. – B.3. General Information	10
C.1. Scope of Services.....	40
C.2. Scope of Services.....	20
C.3. Scope of Services.....	15
C.4. Scope of Services.....	10
D. Qualifications of Personnel	20
E.1. – E.3. Experience	30
F.1. – F.2. Fees/Costs	25
 Total Points Available	 170

**SECTION EIGHT
AWARD PROCESS**

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