

REQUEST FOR PROPOSALS (RFP) 2016-01

WEBSITE DESIGN, DEVELOPMENT AND HOSTING SERVICES

for

FLORIDA HOUSING FINANCE CORPORATION

January 6, 2016

SECTION ONE INTRODUCTION

Florida Housing Finance Corporation (“Florida Housing”) is soliciting competitive, sealed responses from qualified firms to provide website design, development and hosting services in accordance with the terms and conditions set forth in this Request for Proposals (RFP), and any other term and condition in any contract subsequently awarded. Respondents will be selected and determined through Florida Housing’s review of each response, considering the factors identified in this RFP. Florida Housing expects to select one or more Respondents that propose to provide all of the arbitrage rebate analyst services specified in this RFP.

SECTION TWO DEFINITIONS

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

“Board”	The Board of Directors of Florida Housing Finance Corporation.
“Committee”	The review committee composed only of employees of Florida Housing that is established pursuant to Rule 67-49.007, Fla. Admin. Code.
“Contractor”	A person or entity providing the professional services described in Section Four of this RFP.
“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.
“Respondent”	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 Respondent to this RFP.
“RFP”	This RFP, including all exhibits referenced in this document and all other documents incorporated by reference.

“Website”

The Florida Housing Finance Corporation website,
the URL of which is www.floridahousing.org.

SECTION THREE PROCEDURES AND PROVISIONS

A. The Respondent must submit an original and five copies of the Response to the Contracts Manager in a sealed envelope marked “RFP 2016-01.” Each envelope or package containing Responses must clearly state the name of the Respondent. The Response that is the original must be clearly indicated on that Response. An electronic copy of the Response must also be submitted on a CD or flash drive. Florida Housing will not accept a faxed or e-mailed Response. Florida Housing must receive any Responses on or before 2:00 p.m., Eastern Time, on February 9, 2016. Responses will be opened at that time.

Contracts Manager
Florida Housing Finance Corporation
227 North Bronough Street, Suite 5000
Tallahassee, FL 32301-1329
(850) 488-4197
Email: Contracts.Manager@floridahousing.org

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

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

D. Florida Housing reserves the right to:

1. Waive minor deficiencies and informalities;
2. Accept or reject any or all Responses received as a result of this RFP;
3. Obtain information concerning any or all Respondents from any source;
4. Request an oral interview before the Board from any or all Respondents;
5. Select for contract negotiation or for award a Response other than (or in addition to) that with the highest score in order to serve the best interests of Florida Housing and the public; and
6. Negotiate with the successful Respondent with respect to any additional terms or conditions of the contract.

E. Any interested party may submit any question regarding this RFP in writing via mail or e-mail to the Contracts Manager at the address given in Section Three, Item A. All questions

must be submitted no later than 2:00 p.m., Eastern Time, on January 21, 2016. Phone calls will not be accepted. Florida Housing expects to respond to all questions in writing by 5:00 p.m., Eastern Time, on January 28, 2016. Florida Housing will post a copy of all questions received and the corresponding answers on Florida Housing's website at:

<http://www.floridahousing.org/BusinessAndLegal/Solicitations/RequestForProposals/>.

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

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

G. Any person who wishes to protest the specifications of this RFP must file a protest in compliance with Section 120.57(3), Fla. Stat., and Rule Chapter 28-110, Fla. Admin. Code. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., will constitute a waiver of proceedings under Chapter 120, Fla. Stat.

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

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

J. 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 for Responses. A notice of such modification will be posted on Florida Housing's Website and will be provided to potential Respondents who requested copies of the RFP. Any Respondent will have at least seven days from the date of the posting of the notice of the modification to submit or modify its Response.

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

SECTION FOUR SCOPE OF SERVICES

A. Technical Infrastructure

Florida Housing intends to select one vendor to design, create, and implement a new public-

facing website to replace its current site. The Project will be directed by the vendor under the supervision of designated project management Florida Housing personnel with designated Florida Housing stakeholders and participants where appropriate.

This site and infrastructure will, at a minimum:

- Be hosted on Florida Housing server room equipment or on a cloud hosted infrastructure if feasible;
- Utilize current Florida Housing MS-based operating system technology skill sets and technologies;
- Include a vendor recommended and implemented Web Content Management System for content delivery and management;
- Integrate with existing Florida Housing content repositories and authoritative stores;
- Have requisite content determined and migrated to the new infrastructure by the vendor;
- Be searchable via comprehensive indexed search parameters;
- Be compliant with ADA Section 508 guidelines; and
- Be “mobile-friendly” for use on tablets and smartphones.

Florida Housing’s current infrastructure includes the following:

1. MS Windows Server 2012 and Server 2008 operating system for file and print services and MS Office 365 for email.
2. Workstations utilizing MS Windows 7 or higher OS, with the current webmaster utilizing design tools on MACOS. All proposed solutions must be compatible with these platforms.
3. Microsoft Office 365 for PC and mobile device productivity suites.
4. MS IE or Edge, Google Chrome, Firefox, Safari for web browser access.
5. Internal web infrastructure standards that include Microsoft Internet Information Services (IIS), Microsoft Structured Query Language (MS-SQL).

B. Requirements

The proposed solution must meet all of the following requirements:

1. Design Requirements
 - a. Intuitive and consistent options for navigating the website, particularly when moving from department-to-department and department-to-general information/home page. Recommended, reviewed, and preferred navigation principals are detailed in that attached BowStern, LLC website evaluation and recommendations report located at:

<http://www.floridahousing.org/FH-ImageWebDocs/BusinessAndLegal/Solicitations/Request%20For%20Proposals/RFP%202016-01%20Website%20Design,%20Development%20and%20Hosting%20Services/Website%20Assessment%20and%20Research%20Report.pdf>

The vendor should use this report as a guideline only, and not as a design requirement or mandate.

b. Use of agreed upon Florida Housing logo, branding, color palette, and iconography. This will be determined and developed in conjunction with Florida Housing's Communications staff.

c. Recommendation, based on cost, requirements and capabilities, on feasibility of utilizing a hosted infrastructure for this redesigned website. Florida Housing's IT management is interested in the feasibility of implementing this site on a cloud-based provider, if possible. However, we recognize that some of the following requirements might preclude or make this option cost prohibitive. An analysis of this option should be prepared with any response and should include a corresponding cost impact.

d. All requisite content to be migrated or populated per the Content Requirements section below.

e. Resultant web site will be based on responsive web design (RWD) principals, with a consistent look and feel across mobile and non-mobile client and browser platforms.

2. Project Management Requirements

a. A vendor-supplied project manager will be designated as the point-of-contact for this engagement.

b. The successful vendor will provide evidence of a comprehensive project management approach as part of the RFP response.

c. A project management plan accompanied by a task-oriented project schedule using MS Project or MS Project importable format will be submitted to Florida Housing's IT staff within six weeks of starting work.

d. Comprehensive deliverable requirements and progress reporting during the course of the project. Examples will be provided as part of RFP response.

3. Technical Requirements

a. The Florida Housing Site requires implementation of a Web content management

system (WCM) that provides for the following at a minimum:

- i. A database of information common to all Florida Housing departments (e.g., core-operational data, locations and descriptions of facilities). Florida Housing's preference is to use a third-party industry-recognized Web Content Management (WCM) System rather than an in-house developed or individualized system. Open Systems will be considered based on long-term supportability.
 - ii. A uniform means of managing web documents, whether posted as web pages or downloadable files. The database needs to include items like the document/page title, description, posting information, and expiration date.
 - iii. Workflow functionality, providing the ability for some staff members to author content and forward it to other staff for review and approval and subsequent posting.
 - iv. Historical tracking of modifications and additions, providing an audit-trail as well as roll-back functionality.
- b. Integration with and capability to sync to and from production enterprise file systems, SharePoint lists, or document libraries and the OnBase document management system, as appropriate.
 - c. At a minimum, 256-bit encryption over Secure Socket Layer (SSL) for displaying specific web pages and for information transmitted to and from the website by Florida Housing staff.
 - d. Google Analytics capabilities plus comprehensive visitor activity logging.
 - e. The ability to embed custom programmed web applications into the pages with a seamless appearance.
 - f. Supporting technologies and coding that are based on the Microsoft technology catalog.

4. Content Requirements

- a. Contractor will migrate to new platform all required current Florida Housing website content as determined by an enterprise and unit-level requirements gathering process as part of the project; additionally, processes shall be put in place to ensure synchronization between old and new systems if there is a period of coexistence. Florida Housing requires a highly regimented and documented process managed by the vendor to determine site content, its corresponding stakeholders or owners, and the contents' subsequent promotion to the new site. This process, using the recommended WCM, will thus be reusable and familiar to site content owners for future production change management operation.

b. A large component of Florida Housing site functionality involves making official documents available for public perusal, and this capability must be maintained. Florida Housing requires a system that allows a transparent syncing or transfer of required documents from production repositories to web accessible platform.

5. Functional Requirements

a. Public access to all of the features on the website must not depend on a specific browser, i.e., the web interface must be browser agnostic and work with commonly used browsers found on Windows, Linux and Mac computer systems.

b. Capability for easily searching the website and all its content via key words or phrases, to include all indexed document content.

c. Multiple level role-based security, completely contained within the website infrastructure, and not reliant on the existing Florida Housing network security or peer-to-peer connectivity.

d. Pages and features compatible with limited bandwidth access by the public. In other words, Florida Housing is concerned with public access being hindered by a digital divide.

e. Web interface options that can accommodate persons with disabilities in accordance with the Americans with Disabilities Act (ADA), Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (38 CFR Part 1194).

f. Flexibility within the portion of the site assigned to a department or function for designated staff to add, remove and update content using tools and templates that do not require extensive knowledge of web development languages or technical structure.

g. Capability of the general website administration staff to:

i. Control size of individual web pages;

ii. Control size and types of images used within the site;

iii. Control publishing of links to other websites;

iv. Report website maintenance activity and statistics on content type: Updates, downloadable documents, web pages, calendars; and,

v. Report number of visits to website generally and to each department's web page(s).

- h. Email interfaces, if any, must not be dependent on a specific email client.
- i. Required documentation requirements will include but are not limited to the following: (Examples from previous engagements should be included in RFP response)
- Technical Environment Specification – detailing site and infrastructure installation and configuration.
 - Operation Procedures
 - Support and Admin Procedures
- j. Troubleshooting Guideability of website to interact with varied customer profiles. At a minimum, the site must allow visitors to sign up for email newsletters, using opt-in and opt-out procedures. Use of industry social media services for this requirement is acceptable given comprehensive use case and operations documentation.
- k. Currently, many customer interactions are redirected to a custom application platform <https://extranet.floridahousing.org>. While replacing the functionality of that site is not within the scope of this RFP, for possible future consolidation of this function, this site requires the capability to maintain a custom directory of external users. Initially, this will require basic “Sign-up” and “maintain my profile” functionality.
- l. Meeting/event calendar system that allows for each department to add content to a department-specific calendar that appears in the department's portion of the website and that maintains a composite calendar of all Florida Housing departments.
- m. Ability to upload data into pre-formatted web pages or document locations.
- n. Allow creation of functional groupings of web pages or portions of web pages from multiple departments in order to facilitate public access to information that crosses departmental lines.
- o. Option for creation and maintenance of multiple blogs both restricted within a department's portion of the website and made available generally while hosted by a specific department.
- p. Allow authorized staff that maintain a specific department's web pages to make some pages available only to visitors with user names and passwords supplied by the department. Authentication method and user directory.
- q. Ability for authorized staff to create and/or edit new website pages, including uploading of photographs.
- r. The Contractor will be responsible for detailing and reporting all licenses, permits, fees and taxes associated with the system installation. Continued maintenance of all licensed products or recurring fees should be accounted for in the proposal.

s. All hardware, network, and software installation and configuration must be performed in cooperation and consultation with Florida Housing IT Services or Webmaster staff.

t. Implementation must be accomplished in a manner that minimizes disruption of Florida Housing business via the Internet. Required disruptions and impactful maintenance periods will be performed outside of business hours and scheduled in consultation with Florida Housing project management.

u. Mechanism for members of the public to convey comments, suggestions or questions concerning the website design or information.

6. Training

a. Training will be provided for all defined operation roles in the finalized website administration, operations, and maintenance documentation.

b. Training and indoctrination will occur during project implementation rather than at end to allow for feedback and alteration of processes if deemed necessary.

c. Training will occur on site at the Florida Housing office facility.

d. Copies of all training materiel will be provided in editable format to facilitate future training and change management needs.

**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 Respondent certifies that:

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

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

C. The Respondent, if awarded a contract under this RFP, will comply with Section 420.512(5), Fla. Stat. For the purpose of Section 420.512(5), Fla. Stat., “Prohibited Business Solicitation Communications” is defined by Section 420.503(32), Fla. Stat.

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

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

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

a. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.

b. Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

d. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.”

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

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

H. The Respondent acknowledges that if awarded a contract it will be prohibited from engaging in any actual, apparent, or potential conflict of interest. Should any such actual, apparent, or potential conflict of interest come into being subsequent to the effective date of the contract and prior to the conclusion of the contract, the Respondent will provide notification (Notice of Conflict of Interest) to Florida Housing, through first class certified mail, return receipt requested, within ten (10) working days, seeking consent from Florida Housing’s Executive Director. If the Respondent 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 will be subject to forfeiture to Florida Housing.

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

J. CERTIFICATION STATEMENT:

THE FOLLOWING WILL BE REPEATED IN THE RESPONDENT’S RESPONSE AND SIGNED BY AN INDIVIDUAL AUTHORIZED TO BIND THE RESPONDENT. THIS IS A THRESHOLD ITEM AND FAILURE TO INCLUDE THE CERTIFICATION STATEMENT BEARING AN ORIGINAL SIGNATURE WILL RESULT IN REJECTION OF THE RESPONSE.

“I agree to abide by all conditions of RFP 2016-01 and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response as the Respondent and that I am in compliance with all requirements of the 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**

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.

A. COVER LETTER

Each proposal must be accompanied by a cover letter that contains a general statement of the purpose of submission and includes the following information:

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

B. GENERAL INFORMATION

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

C. EXPERIENCE AND RESOURCES

1. Provide at a minimum three separate, verifiable references for which the Respondent has provided services similar to those requested in Section Four of this RFP. Respondents may not use Florida Housing, any confidential clients, nor any subcontractors as a reference. The same client may not be listed for more than one reference. Include the company name, street address, contact name, and phone numbers for these references.

Florida Housing will attempt to call each of the three references to complete the questionnaire below. References should be available for contact between 9:00 a.m. and 5:00 p.m., Eastern Time. Florida Housing will attempt to call each reference three times. In the event that the contact person cannot be reached following three attempts, the Respondent will receive a score of zero for that reference evaluation. Florida Housing will not attempt to correct any of the supplied contact information.

The following questions will be asked:

TABLE A REFERENCE QUESTIONNAIRE	
Question	Score
1. Briefly describe the services the vendor performed for your organization.	N/A
2. How would you rate the contract implementation with this vendor? Excellent = 5; Good = 4; Acceptable = 3; Fair = 2; Poor = 1	
3. Did the vendor consistently meet all of its performance milestones/deadlines? Yes = 3; No = 0	

4. How would you rate the vendor's key staff and their ability to work with your organization? Excellent = 5; Good = 4; Acceptable = 3; Fair = 2; Poor = 1	
5. Did the vendor's staff maintain open lines of communication with your organization? Yes = 3; No = 0	
6. Did the vendor's project/contract manager effectively manage the contract? Yes = 3; No = 0	
7. Was the vendor's staff responsive to technical direction from your organization? Yes = 3; No = 0	
8. Would you contract with this vendor again? Yes = 3; No = 0	
TOTAL SCORE:	

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

3. Provide biographies and/or résumés of key proposed project personnel and the role they will be providing. List previous related engagements.

D. FEES

Provide the proposed fee to be charged in connection with each of the services described in Section Four of this RFP using Tables B and C below. Failure to provide fees in this format will result in a score of zero for this section.

NOTE: Respondents must also provide a detailed fee proposal that supports its annual fees presented in this Exhibit. The detailed fee proposal will be used for informational purposes only. Fees proposed must include all charges relating to the services required under the contract. No expenses, such as telephone, postage and shipping, printing and/or copy costs, and/or travel may be separately charged or reimbursed under the contract.

TABLE B	
FEE SCHEDULE FOR INITIAL CONTRACT TERM	
<u>Item</u>	<u>Fee</u>
Implementation Plan	\$

Website Design	\$
Website and CMS Implementation	\$
Training	\$
Annual Support Fee – Year 1	\$
Annual Support Fee – Year 2	\$
Annual Support Fee – Year 3	\$
TOTAL FEES FOR INITIAL CONTRACT TERM	\$

<u>TABLE C</u>	
FEE SCHEDULE FOR OPTIONAL RENEWAL TERM	
<u>Item</u>	<u>Fee</u>
Annual Support Fee – Year 4	\$
Annual Support Fee – Year 5	\$
Annual Support Fee – Year 6	\$
TOTAL FEES FOR OPTIONAL RENEWAL TERMS	\$
GRAND TOTAL FOR ENTIRE CONTRACT	\$

FINAL FEE SCHEDULE WILL BE SUBJECT TO NEGOTIATION.

E. TECHNICAL APPROACH

Respondents are required to respond to all numbered or lettered bullet items in Section Four, Scope of Services, in this RFP. While “Acknowledged” is an acceptable response to many of these technical requirements, elaboration or explanation of recommendations, methodologies, or documentation of previous engagements is expected.

F. DRUG-FREE WORKPLACE

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

I hereby certify on behalf of the Respondent, under the terms of RFP 2016-01, that the Respondent has implemented a drug-free workplace program pursuant to Section 287.087, Fla. Stat.

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

G. MINORITY BUSINESS ENTERPRISE

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

I hereby certify on behalf of the Respondent, under the terms of RFP 2016-01, that the Respondent is a “minority business enterprise” as defined in Section 288.703(3), Fla. Stat.

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

H. CERTIFICATION (Mandatory Item)

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

**SECTION SEVEN
EVALUATION PROCESS**

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

<u>Item Reference</u>	<u>Maximum Points</u>
B. General Information.....	10
C.1. Experience and Resources	40
C.2 Experience and Resources	20
C.3 Experience and Resources	20
D. Fees	25
E. Technical Approach.....	85
Total Points Available.....	200

For Item C.1., the total score for the three references will be averaged. The maximum point value for this section will be 40 points.

For Item E., Fees, the Respondent with the lowest proposed total cost, exclusive of the fees for the preferred learning management system, will receive the maximum allowable points (25 points). The remaining respondents will receive a percentage of the maximum points, rounded to the nearest whole number, based on the following formula:

$\frac{\text{Lowest Proposed Total Cost}}{\text{Current Respondent's Proposed Total Cost}}$	=	%	x	25	=	Total Points Awarded for that "Total Cost" (Rounded to the nearest whole number)
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In the event of a tie, Florida Housing will give preference in the award process to the Response certifying a drug-free workplace has been implemented in accordance with Section 287.087, Fla. Stat. If a tie continues to exist, Florida Housing will give preference to minority business enterprises as defined in Section 288.703, Fla. Stat.

The Committee will conduct one or more public meetings during which members will discuss their evaluations and develop a recommendation or series of recommendations to the Board. The Committee's recommendation will be based on the cumulative scoring and information gathered from the non-scored items. The Board may use the Responses, the Committee's scoring, the non-scored items in the Responses, any other information or recommendation provided by the Committee or staff, and any other information the Board deems relevant in its selection of Respondents to whom to award a contract.

SECTION EIGHT AWARD PROCESS

Florida Housing will 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. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat. or failure to post the bond or other security required by law within the time allowed for filing a bond will constitute a waiver of proceedings under Chapter 120, Fla. Stat.