

**REQUEST FOR PROPOSALS (RFP) 2016-03**

**LENDER APPRECIATION AWARDS DINNER VENUE AND LODGING IN  
ORLANDO, FLORIDA**

**for**

**FLORIDA HOUSING FINANCE CORPORATION**

**January 29, 2016**

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## **SECTION ONE INTRODUCTION**

Florida Housing Finance Corporation (“Florida Housing”) is soliciting competitive, sealed responses from qualified firms to provide a venue, lodging and catering services for the 2017 Lender Appreciation Awards Dinner 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 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](http://www.floridahousing.org).

### **SECTION THREE PROCEDURES AND PROVISIONS**

A. The Respondent must submit an original and three copies of the Response to the Contracts Manager in a sealed envelope marked “RFP 2016-03.” 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 March 1, 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](mailto: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 February 16, 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 February 23, 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**

Florida Housing has scheduled the 2017 Lender Appreciation Awards Dinner for Saturday, June 10, 2017, in Orlando, Florida. All of the requirements below are mandatory, unless otherwise specified.

**A. Lodging**

1. The Contractor will hold the following minimum number of single/double rooms for the event, with the ability for the room nights to increase.

<b>Date</b>	<b>Number of Rooms Held</b>
Thursday, June 8, 2017	5
Friday, June 9, 2017	20
Saturday, June 10, 2017	50

2. A minimum of five (5) room upgrades to be applied to specific paid guestrooms at Florida Housing’s discretion at no additional cost.

3. One or more complimentary water bottle(s) must be provided daily in each of the rooms under this contract.

4. An hospitality package not to exceed \$50++ to be provided complimentary to the five (5) upgraded guestrooms, with the option of Florida Housing purchasing additional packages at the same cost to be placed in guestrooms identified by Florida Housing staff.

5. Resort fees may not be charged for guests during the event; however, please include the cost of the resort fee is in the Response, whether it is charged daily or is a one-time charge for the duration of the hotel stay, and the type of amenities are included. Hotel guests shall have the option to accept the resort fee, but shall not be required to do so.

6. If the Contractor offers both self- and valet parking, self-parking must be offered complimentary for hotel guests and valet parking must be offered at a reduced rate with unlimited in/out privileges for hotel guests and others coming to the venue only to attend the event on Saturday. If the Contractor only offers valet parking, it should be noted in their Response and offered at a reduced rate with in/out privileges to hotel guests and those coming to the venue only to attend the event on Saturday.

7. The negotiated room rate must be made available to event guests for a minimum of three days immediately prior to and immediately following the event.

8. Florida Housing prefers that the cancellation/redirection policy extend through 6:00 p.m. on Friday, June 9, 2017.

**B. Event Space**

1. One meeting room, accommodating a minimum of 45 people for a meeting on Saturday, June 10, 2017.

2. One banquet room, accommodating a minimum of 250 people for the Lender Appreciation Awards Dinner on Saturday, June 10, 2017. The banquet room must comfortably accommodate the following needs:

- a. Up to two (2) rear projection screens;
- b. A minimum of one (1) hosted bar;
- c. A raised stage with two (2) podiums and microphones;
- d. Audio/Visual kits and technician; and
- e. Availability of centerpieces and floral accoutrements (state whether these services are available at the facility or if an outside vendor must be secured by Florida Housing).

A locked registration well outside the banquet room area is preferred.

3. One reception room in proximity to the banquet room to accommodate up to 200 people, two or more hosted bars, and food stations.

- a. The reception area may not be an alcove, foyer or hallway.

4. One room in proximity to the meeting and banquet rooms to be used as office space, available from 12:00 p.m. on Thursday, June 8, 2017, through 12:00 p.m. on Sunday, June 11, 2017.

5. Ten (10) hotel provided easels at no charge for signage.

6. In the instance that meeting/reception/banquet room rental space is complimentary contingent on a minimum amount of food and beverage being encumbered, state this in the response and provide the minimum cost of food and beverage that will be required.

### **C. Catering**

The Contractor will provide a catering menu with food and beverage options as follows:

1. Prices for hosted bar service with premium liquor and local craft beer selections for both the reception and dinner, as well as non-alcoholic drink options (sodas, juice, water).

2. Menus for reception food to include prices for butler-passed and hor d'oeuvres stations.

3. Menus for dinner options to include a salad course, entrée course and choice of two deserts, including a chocolate option.

4. Details on gratuity and service charges as percentages of food and beverages purchased.

### **D. Site Visit**

Florida Housing will work with Respondents to schedule a site visit between March 21 – 24, 2017. During the visit, the Respondent will provide, at a minimum and at no cost to Florida Housing, a tour/ overview of the venue, a visit inside a guestroom, and a catering tasting. If an

overnight visit is scheduled, the room rate for the stay will be waived for all Florida Housing representatives participating in the site visit.

#### **E. Payment**

1. Florida Housing will set up a master account with the Contractor and will indicate which guests costs may be placed on the account.

2. Florida Housing will pay an advance deposit, not to exceed \$3,000 at the time of contract execution.

3. Florida Housing is a tax-exempt organization. A copy of the Consumer's Certificate of Exemption will be provided to the Contractor at the time of contract execution.

### **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.”

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Authorized Signature (Original)

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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.

**B. SCOPE OF SERVICES**

1. Describe the Respondent’s ability to be accessible to Florida Housing staff, availability for meetings, conferences, consultation, etc.

2. Address the Respondent’s ability to adhere to each requirement set forth in Section Four, Scope of Services. While “Acknowledged” is an acceptable response to several of these requirements, the Respondent is encouraged to provide additional details on ways they intend to meet and/or exceed expectation.

3. Provide detail on the number of comp upgrades earned per room night reserved.

4. Detail the availability of decorating services for the requested venues.

C. FEES

1. Provide the proposed fee to be charged in connection with each of the services described in Section Four of this RFP using Table A 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 fees presented in Table A. The detailed fee proposal will be used for informational purposes only.

<b>TABLE A FEE SCHEDULE</b>	
<b><u>Item</u></b>	<b><u>Fee</u></b>
Total Lodging Cost (based on estimates given in Section Four, Item A.1.)	\$
Venue (if complimentary, insert "0")	\$
Catering	\$
<b>GRAND TOTAL FOR ENTIRE CONTRACT</b>	<b>\$</b>

*FINAL FEE SCHEDULE WILL BE SUBJECT TO NEGOTIATION.*

2. Provide a table that shows the regular parking fees and the reduced rates to be offered as a part of this solicitation.

3. If applicable, provide the regular resort fee, whether it is charged daily or if there is one charge for the duration of the hotel stay, and what amenities are included.

4. Provide price sheets for any decorating services available for the venue.

D. 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: \_\_\_\_\_

E. 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: \_\_\_\_\_

F. 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.1 Scope of Services .....	20
B.2 Scope of Services .....	60
B.3 Scope of Services .....	10
C.1. Fees .....	10
<b>Total Points Available.....</b>	<b>100</b>

For Item C.1., 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 (10 points). The remaining respondents will receive a percentage of the maximum points, rounded to the nearest whole number, based on the following formula:

Lowest Proposed Total Cost	=	%	x	10	=	Total Points Awarded for that “Total Cost” (Rounded to the nearest whole number)
÷ Current Respondent’s Proposed Total Cost						

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.