

may prohibit the agencies from paying referral fees as determined in accordance with the proposed agreement as described in the Petition.

A copy of the Order Disposing of the Petition for Declaratory Statement may be obtained by contacting: R. Terry Butler, Assistant General Counsel, Department of Financial Services Room 612A, Larson Building, 200 E. Gaines Street, Tallahassee, Florida 32399-0333.

Please refer all comments to: Mr. Butler.

Section VIII
Notices of Petitions and Dispositions
Regarding the Validity of Rules

Notice of Petition for Administrative Determination has been filed with the Division of Administrative Hearings on the following rules:

NONE

Notice of Disposition of Petition for Administrative Determination have been filed by the Division of Administrative Hearings on the following rules:

NONE

Section IX
Notices of Petitions and Dispositions
Regarding Non-rule Policy Challenges

NONE

Section X
Announcements and Objection Reports of
the Joint Administrative Procedures
Committee

NONE

Section XI
Notices Regarding Bids, Proposals and
Purchasing

DEPARTMENT OF EDUCATION

NOTICE TO PROFESSIONAL CONSULTANTS:

The University of Florida Board of Trustees announces that Professional Services in the disciplines of engineering and architecture for Total Building Commissioning will be required for the project listed below:

Project: UF-286, Harrell Medical Education Building (Main Campus)

The project consists of a four story approximately 94,000 GSF facility that will provide current and innovative teaching laboratories and support facilities which respond to the latest trends toward small-group learning, the use of simulators and standardized patients for professional development and assessment, state of the art information technology, and access to information in a wireless environment. Space will be provided to allow for distance learning opportunities for the urban campus in Jacksonville and other sites as required.

The scope of services shall include design phase peer review; completion and maintenance of the Owner's Project Requirements (OPR) document; development of the Commissioning Plan, Commissioning Specifications, and Systems Manual; and construction phase pre-functional, functional, and performance testing for mechanical, electrical, building automation, and building envelope systems. The consultant shall also support project efforts to achieve higher-than-normal energy efficiency and attain at a minimum (Gold) LEED certification, with platinum being preferred. This project will also participate in the Living Building Challenge and support in this endeavor will also be required.

Blanket professional liability insurance will be required for this project in the amount of \$1,000,000.

INSTRUCTIONS:

Firms desiring to apply for consideration shall submit a proposal only after thoroughly reviewing the facilities program, Project Fact Sheet for Commissioning Consultants, and other background information. The proposal shall include:

1. A Letter of Application that concisely illustrates the applicant's understanding of the scope of services.
2. A completed, project-specific Commissioning proposal form with signed certification. Applications on any other form will not be considered.
3. Resumes, LEED accreditation, and other pertinent credentials for all proposed staff (applicant and consultants).
4. Proof of the applicant's corporate status in Florida (if applicable) and copies of current licenses for the applicant and its consultants from the appropriate governing board.

5. Proof of the applicant's ability to be insured for the level of professional liability coverage demanded for this project.

At the time of application, the applicant must possess current design Professional Registration Certificate(s) from the appropriate governing board; must be properly registered to practice its profession in the State of Florida; and, if the applicant is a corporation, must be chartered by the Florida Department of State to operate in Florida. As required by Section 287.133, Florida Statutes, an applicant may not submit a proposal for this project if it is on the convicted vendor list for a public entity crime committed within the past 36 months. The selected applicant must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of \$15,000.00 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

Incomplete proposals will be disqualified. Submittal materials will not be returned.

The Commissioning Services Proposal Form and Instructions, Project Fact Sheet, UF Design Services Guide, UF Design & Construction Standards, FP&C non-technical specifications, standard University of Florida Owner-Commissioning Consultant agreement, and other project and process information can be found on the Facilities Planning & Construction website. Finalists may be provided with supplemental interview requirements and criteria as needed.

Provide the number of copies prescribed in the Project Fact Sheet. Submittals must be received in the Facilities Planning & Construction office by 3:00 p.m. (Local Time), Tuesday August 28, 2012. Facsimile (Fax) submittals are not acceptable and will not be considered.

Facilities Planning & Construction
232 Stadium/P. O. Box 115050
Gainesville, FL 32611-5050
Telephone: (352)273-4000; Fax: (352)273-4034
Internet: www.facilities.ufl.edu

NOTICE TO DESIGN BUILDERS

The University of Central Florida announces that Design Build Services will be required for the project listed below:

Project No.: UCF-564, Project and Location: Bennett Building Renovation and, Research Park adjacent to the Main Campus, University of Central Florida 32826

Project Description: The project consists the renovation and remodeling of three pre-engineered block, brick and stucco flex office/warehouse buildings. The renovation and remodeling will consist of approximately 48,360 GSF.

The selected Design Build (DB) team will provide design, construction documents, and construction services.

Conceptual and advanced schematic design phases shall take place at the University of Central Florida employing an interactive style format. The design team shall prepare graphic illustrations of design concepts for review and will participate in the presentation of those concepts.

The total project budget for this project is approximately \$3,500,000, which includes planning construction, and furniture and equipment. This project is contingent upon financing and appropriate approvals.

The contract for design build services will consist of two phases. Phase One is for pre-construction services, for which the design builder will be paid a fixed fee. Phase One services include value engineering, constructability analyses, and development of a cost model, estimating, and the development of a Guaranteed Maximum Price (GMP) at 60% Construction Document phase. If the GMP is accepted, Phase Two, the construction phase, will be implemented. The Design Builder is the single point of responsibility for performance of the design and construction of the project and shall publicly bid trade contracts, encouraging the inclusion of Minority Business Enterprises and Service Disabled Veteran Owned Business. Failure to negotiate an acceptable fixed fee for phase one of the contract, or to arrive at an acceptable GMP within the time provided in the agreement, may result in the termination of the design builder's contract.

Selection of finalists for interviews will be made on the basis of the design builder's qualifications, including experience and ability, past experience; projected workloads; past performance; location; bonding capacity; cost estimating, ability to meet time and budget; and experience of the firm's personnel, staff and consultants. Finalists will be provided a copy of the University of Central Florida Design, Construction, and Renovation Standards, and the University of Central Florida Design Build agreement with which the Design Builder must comply. The Selection Committee may reject all proposals and stop the selection process at any time.

Carefully review the Design Build Contract and General Conditions documents. Submitting a proposal for this project constitutes complete agreement with and acceptance of the terms and conditions contained within these documents. These documents can be found on our website: www.fp.ucf.edu with the advertisement. Please note that the University of Central Florida will not compensate for lodging, or food, associated with this project.

Firms desiring to provide design build services for the project shall submit a letter of application and a completed University of Central Florida "Design Builder Qualifications Supplement." Proposals must not exceed 40 pages, including the Design Builder Qualifications Supplement and letter of application. Pages must be numbered consecutively. Submittals, which do not comply with these requirements or do not include the requested data, will not be considered. No submittal material will be returned.

All applicants must be licensed to practice as general contractors in the State of Florida at the time of application. Corporations must be registered to operate in the State of Florida by the Department of State, Division of Corporations, and the Florida Department of Business Professional Regulations (DBPR) at the time of application. As set forth by Section 287.133, Florida Statutes, a design build firm may not submit a proposal for this project if it is on the convicted vendor list for a public entity crime committed within the past 36 months. The selected design build firm must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of \$15,000.00 in connection with this project for a period of 36 months from the date of placement on the convicted vendor list.

The University of Central Florida Design Builder Qualifications Supplement forms and the Project Fact Sheet which contains the Selection Criteria may be obtained by contacting: Gina Seabrook, by phone: (407)823-2166, by Fax: (407)823-5141, email: gina.seabrook@ucf.edu or on our website: www.fp.ucf.edu.

Five (5) bound copies of the required proposal data shall be submitted to: Mrs. Gina Seabrook, Facilities Planning, 4000 Central Florida Blvd., Post Office Box 163020, Orlando, FL 32816-3020. Submittals must be received by 5:00 p.m. (Local Time), August 28, 2012. Facsimile (FAX) submittals are not acceptable and will not be considered. Late submissions will not be accepted. Misrouting or late delivery by courier service or other delivery means are unacceptable grounds for waiver of this stipulation.

EXECUTIVE OFFICE OF THE GOVERNOR

Notice of Bid/Request for Proposal
 Volunteer Florida
 Volunteer Florida Website Design
 Invitation to Negotiate
 Deliver to: Volunteer Florida
 Attn: Jayme O'Rourke
 jayme@volunteerflorida.org
 401 S. Monroe Street, Tallahassee, FL 32301

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1.0 INTRODUCTION

Volunteer Florida, the Governor's Commission on Community Service, is the issuer of this Invitation to Negotiate (ITN).

The anticipated length of the contract is through the completion of design and development services, with a possible extension clause for staff assistance and customary provisions for early termination based on performance. In the event that negotiations fail to result in a binding contract, Volunteer Florida retains the right to re-open negotiations with other ranking proposers until a mutually beneficial relationship is secured.

1.1 Volunteer Florida Overview

Volunteer Florida was established in 1994 by the Florida Legislature (F.S. 14.29) to administer grants under the National and Community Service Trust Act of 1993. Volunteer Florida is directed by a bipartisan, governor-appointed board comprising 15-25 commissioners who are actively involved in volunteer service.

Volunteer Florida administers funds to Florida AmeriCorps and National Service programs; coordinates volunteers and donations in a disaster; and inspires all Floridians to serve their communities.

AmeriCorps Administration

With substantial support from the Corporation for National and Community Service (CNCS – a federal agency), Volunteer Florida grants funds for Florida AmeriCorps and National Service programs addressing critical needs in our state, and works with local faith and community agencies like Communities In Schools, the American Red Cross,

Teach for America, senior centers and Florida’s State Parks to strategically address Floridians’ needs at the local level.

This year, AmeriCorps will provide more than 1,700 individuals with the opportunity to serve in Florida. Since 1994, more than 23,000 Florida residents have served over 26 million hours through National Service programs.

The AmeriCorps programs administered by Volunteer Florida have a significant impact in Florida’s schools. In fact, 86% of Volunteer Florida’s AmeriCorps programs were education-based last year. Highlights of their work include:

- 431 Florida schools received AmeriCorps members’ services.
- 93,792 students benefitted from AmeriCorps members’ mentoring and educational services.
- 18,556 students at-risk of academic failure received intensive tutoring or direct teaching.
- 80% of students receiving academic tutoring achieved a full year of reading grade gain.
- 60% of students served in 26 of South Florida’s highest risk schools achieved dramatic success of at least one year of academic grade gain due to AmeriCorps Teacher Corps.

Promoting Volunteerism

Volunteer Florida leads initiatives throughout Florida that use volunteerism as a strategy to meet local needs. These initiatives include engaging Floridians in service for Florida Volunteer Month, special service projects for national days of service including September 11 and MLK, Jr. Day, and honoring Floridians’ volunteer work through Presidential Volunteer Service Awards and other recognitions. The Commission also routinely provides training and technical services that are requested by local agencies throughout the state. This assistance includes coaching communities on how to apply for federal service grants, establishing volunteer centers, and trainings to prepare county emergency management staff and their partners on volunteer and donations management. In just the past year, Volunteer Florida partnered with over 640 organizations statewide to achieve this mission and strengthen volunteerism in Florida.

Emergency Management

Volunteer Florida is the lead agency for the State of Florida’s Emergency Response Team’s Emergency Support Function 15 (ESF 15), charged with helping communities mitigate, prepare, respond and recover from disasters through the engagement of volunteers and donations. This effort involves constant trainings for local communities and strategic collaborations with over 40 disaster relief agencies and all 67 counties. For example, during the active storm seasons in 2004 and 2005, the Commission coordinated the support of over 252,000 volunteers and donations totaling more than \$85 million in value, which at that time was the largest volunteer response for any natural disaster in U.S. history.

1.2 Volunteer Florida Mission, Vision and Objectives

Volunteer Florida’s Mission is inspiring Floridians to serve their communities. The Vision of our organization is to engage more Floridians in National Service and volunteer opportunities, and to recognize the impact of current volunteers and National Service members. We are committed to the belief that all people can benefit from incorporating service into their lives and can make a difference in their community and country. When we share our talents, we:

- Solve problems
- Strengthen communities
- Improve lives
- Connect to others
- Transform our own lives

A growing body of research indicates that volunteering can even provide health benefits in addition to social ones, showing that volunteers have lower mortality rates, greater functional ability, and lower rates of depression.

Volunteer Florida’s objectives are to:

- Increase public understanding of our work as a state service commission
- Increase public awareness of AmeriCorps in Florida
- Inspire new volunteers
- Be a resource for volunteer managers and voluntary organizations
- Improve our visibility as the State of Florida’s lead agency for disaster volunteers & donations
- Increase awareness of the Volunteer Florida Foundation, a Direct-Support Organization

1.3 Volunteer Florida’s Audience

- Current partners and programs
- New volunteers
- Stakeholders
- Potential donors

2.0 BRANDING

We would like to redesign our logo to simply say “Volunteer Florida.” Key attributes of the new logo and branding would:

- Be modern, fun and fresh
- Utilize a color scheme that would blend with current branding
- Incorporate a new, more sophisticated version of the Volunteer Florida signature sunshine

3.0 WEBSITE DESIGN & DEVELOPMENT

3.1 Volunteer Florida Website Design, Build and SEO Objectives

This document was created to provide all potential respondents with the information necessary to respond completely and accurately to Volunteer Florida’s need for a professional and efficient Website Design, Build, and SEO.

The objectives of the Website Design, Build and SEO ITN are:

- Updating the website’s visual aesthetic
- Improving navigation and usability
- Creating a compelling web presence across all Volunteer

Florida web properties that engage visitors with relevant, up-to-date information and tools to volunteer

- Creating the requirements for, developing, implementing and assuring a Content Management System that empowers Volunteer Florida staff to take full ownership of our online presence and maintain the website’s content
- Bringing the site into compliance with current best practices for web development
- Usage of syntax to ensure the site is optimized for search engines

The site should be valid across all modern browsers and platforms and comply with ADA accessibility standards.

In addition to a redesigned, redeveloped site, Volunteer Florida would like to add new features to its site, including:

- An interactive tool that allows Volunteer Florida website users to search for volunteer opportunities based on geographic location and areas of interest. The tool would incorporate similar functionality to that found on Volunteer Louisiana’s website, located at: <http://volunteerlouisiana.gov/>, and would likely involve an interactive map as well as a national database like Volunteer Match or www.serve.gov.
- A login for AmeriCorps programs to use to access program-specific information.
- Capability to accept donations to the Volunteer Florida Foundation.

3.2 Volunteer Florida Website Design, Build and SEO Needs Assessment

A. Volunteer Florida requires a best-in-class partner who can collaborate with internal marketing resources to design and build a new website

B. Volunteer Florida desires to create a look and feel for its site that engenders trust in its brand and communicates the brand mission and values

C. Volunteer Florida desires a partner who can work alongside or augment internal resources through a seamless workflow. The partner must have a solid track record for customer and technical service.

D. Contractually, Volunteer Florida requires that all of its content, data, structure and tagging remain an asset of Volunteer Florida at all times; and upon termination of any agreement, will remain Volunteer Florida’s property.

E. Contractually, Volunteer Florida requires a partner that understands redundancy and appropriate security as well as Disaster Recovery as its content is a key asset to the function of the Volunteer Florida mission and goals.

3.3 Volunteer Florida Website Design, Build and SEO Scope of Work

A. Volunteer Florida requires a best-in-class partner that will collaborate with internal marketing to design, build, port and support its current websites. Currently, Volunteer Florida’s website assets include:

- www.volunteerflorida.org

- www.volunteerfloridadisaster.org
- www.floridavolunteermonth.org
- www.6days6ramps.org
- www.floridaremembers911.org
- www.volunteerflfoundation.org

These are web pages & sites that have been developed and designed internally by Volunteer Florida staff. However, Volunteer Florida would like to incorporate all materials found on these pages on the newly-designed website so that there is a uniform look and consistency in branding.

B. Candidates must demonstrate best practices for website user interface design, knowledge and experience working with front-end web development languages based in ASP, PHP, XML, HTML, HTML5, as well as working and integrating with a variety of legacy database and core back-end systems based in .Net, SQL, C#, C+, C++.

C. Candidates must be able to demonstrate understanding of best practices for porting content and UI/UX to other web and mobile device platforms such as smart phones and tablets.

D. Candidates must have experience and references for working seamlessly with internal resources and other agency partners to achieve brand look and feel.

E. Volunteer Florida will prioritize partners who have experience with, and expertise in, developing front-end website designs and user interfaces using turn-key, open and extensible multi-channel, content management and distribution platforms.

F. Candidates must demonstrate through knowledge and experience best practices in SEO management to maximize search engine traffic.

G. Volunteer Florida requires all of its website UI, messaging, content, data, URLs, website designs, structure and tagging remain an asset of Volunteer Florida at all times; and upon termination of any agreement candidates will maintain and not block or remove end user access to its websites. This can be accomplished via a royalty-free perpetual license, if appropriate.

H. The candidate is expected to devise, collaborate and review its website design plans with Volunteer Florida; to lead the development of approved website requirements in a timely fashion, providing Volunteer Florida with reasonable options in the time, quality, and cost triangle; and to meet agreed-upon timelines.

I. Contractually, all tangible and intangible property acquired in conjunction with the production of Volunteer Florida promotional materials shall be the property of Volunteer Florida and shall be used exclusively by the organization to promote volunteerism on behalf of Volunteer Florida. Volunteer Florida reserves the right of final approval of the disposition of said property.

4.0 PROPOSAL INSTRUCTIONS

4.1 Overview

This ITN represents the best effort of Volunteer Florida to document its requirements for this project. Volunteer Florida reserves the right to adjust the specifications or scope of effort slated in this ITN. In the event that any modifications are necessary, Volunteer Florida will notify all respondents remaining in consideration via a written addendum to this ITN. The selected firm will be posted on the Volunteer Florida website on September 24, 2012.

4.2 Liability

The issuance of this document and the receipt of the information in response to this ITN will not in any way cause Volunteer Florida to incur liability or obligation to you or your organization, financial or otherwise. Volunteer Florida assumes no obligation to reimburse or in any way compensate you or your organization for expenses incurred in connection with your response to this ITN.

4.3 Protocol

Responses must be submitted no later than close of business on the date specified in the Timetable (Section 4.7 of this ITN). Volunteer Florida will return any ITN responses that are received after the deadline.

Submit your responses in the format that is described in Section 5 of this ITN. The response should be submitted to:

Jayne O'Rourke
 Director of Communications and Government Affairs
 jayne@volunteerflorida.org
 Subject Line: Website Design ITN

Volunteer Florida will notify each applicant that their response has been received via e-mail. Please be sure to include your email address with your response. It is mandatory that the requirements stated in this ITN are addressed completely.

4.4 Questions from Respondents

To ensure that all respondents have accurately and completely understood the service requirements, Volunteer Florida will accept written questions through August 13, 2012. If you have questions, you should submit them via email to: jayne@volunteerflorida.org. Please include the ITN section reference, if appropriate, with your questions. Be sure to include the necessary contact information – name, company, title, telephone and email address. Volunteer Florida will answer all questions on or before close-of-business on August 24, 2012. All respondents will receive a copy of all questions and answers via email. If you do not have any questions, please email: jayne@volunteerflorida.org with your intent to bid in order to confirm your company will receive the questions and answers proposed by other firms.

4.5 Evaluation Criteria and Negotiation Process

Volunteer Florida is looking to make a “best-value” decision during this process. And, although cost is a critical part, we consider the quality of service, professionalism, pro-active/creative thinking, and project management commitment to be extremely important factors in making our decision. Our decision will be based on the perceived ability to fulfill these requirements.

The information requested from respondents in response to the scope of work and in the sections under Respondent Profile & References will be scored using the evaluation criteria. However, Volunteer Florida recognizes that many candidates may not have the bandwidth to provide answers to all of the questions listed in the ITN. Clarity and concision are highly valued. All respondents are encouraged to provide whatever information they are able to in order to best represent themselves and their merits to Volunteer Florida’s mission, goals and the scope and requirements detailed in this ITN.

Priority will be placed on candidates that:

- Exemplify the cutting edge of digital design
- Identify and assign a project team to the account who are considered industry leaders within their respective expertise
- Have a solid track record of expanding their clients’ digital footprints
- Have a history and an ethos of driving high brand awareness clients to even greater heights
- Show an ability to work seamlessly with other agencies, vendors and in-house resources
- Constantly adjust and optimize efforts to achieve the highest possible return on investment
- Create high quality messaging and creative assets for online and digital user experiences

All responses received by Volunteer Florida will be evaluated by a committee consisting of Volunteer Florida management and peer reviewers.

After the initial evaluation, Volunteer Florida will contact a short list of respondents. The finalists may be asked to formally present their proposal and Volunteer Florida reserves the right to require attendance by particular representatives of the proposer. They may be asked to submit additional information and/or recommendations as amendments to their initial proposal. Volunteer Florida may request an onsite visit to your facility. Any written summary of presentations or demonstrations shall include a list of attendees, a copy of the agenda, and copies of any visuals or handouts, and shall become a part of the proposer’s reply. Failure to provide requested information may result in rejection of the reply.

Volunteer Florida is under no obligation to reveal how a respondent’s proposal was assessed or to provide specific feedback information. Further, Volunteer Florida is not obligated to reveal specific information about its decision-making process.

Volunteer Florida has attached the evaluation criteria as Exhibit A.

Volunteer Florida reserves the right to reject any and all replies. Volunteer Florida reserves the right to negotiate concurrently or separately with competing proposers. Volunteer Florida reserves the right to accept portions of a competing proposer’s reply and merge such portions into one project, including contracting with the entities offering such portions. Volunteer Florida reserves the right to waive minor irregularities in replies.

4.6 Project Timetable

The following schedule provides you with key events and their associated completion dates.

Activity	Date
ITN emailed to firms, posted on Volunteer FL website and in the Florida Administrative Weekly	July 27, 2012
Deadline for firms to submit written questions	August 13, 2012
Intent to Submit due to Volunteer Florida	August 13, 2012
Responses to questions submitted by firms posted as an Addendum to the ITN at www.volunteerflorida.org	August 24, 2012
Institution proposals due	September 10, 2012, 12:00 Noon (EST)
Proposals opened	September 10, 2012, 12:05 p.m. (EST)
Proposals reviewed	September 10-21, 2012
Selected firm is announced on the Volunteer FL website	September 24, 2012, 10:00 a.m. (EST)
Contract negotiations underway	September 27, 2012, 10:00 a.m. (EST)

5.0 PROPOSAL FORMAT

To ensure timely and fair consideration of your response, respondents are being asked to adhere to a specific response format, which is described in the following table. Volunteer Florida reserves the right to ask any clarification questions and request additional information.

No.	Proposal Selection	Content/Deliverables
1.	Authorization Letter and Signature	Under the signature of an authorized company representative, provide the names of individuals authorized to represent and negotiate the company’s products and services.
2.	Table of Contents	

3.	Executive Summary	High-level summary of the most important aspects of your proposal, including a short explanation of your qualifications. Include a brief, but precise description of your proposed management of the website development, digital marketing and other online program service procurement process.
4.	Company Profile	Respond to questions presented in Sections 6.1 of this ITN.
5.	Customer References	Respond to Sections 6.2 and 6.3 of this ITN.
6.	Company Services	Respond to Sections 6.4 of this ITN
7.	Pricing	Respond to Section 7.0

6.0 RESPONDENT PROFILE AND REFERENCES

6.1 Company Overview

- A. Provide company legal name, parent company, ownership structure, mailing address, main phone number and email.
- B. Provide primary contact.
- C. Total employees and number of employees whose primary function is A.) Website Design; B.) Website Program Management; C.) Website Development; D.) UI/UE; E.) SEO Management and Optimization.
- D. Provide senior staff bios.
- E. If different from above, please provide proposed project team’s staff bios.
- F. Guaranteed duration of the initial project team (the team whose bios are included in the response) on the Volunteer Florida account.
- G. Indicate the number of years and nature of experience on related projects of the proposed team.
- H. List any potential conflicts with existing clients and this ITN. Volunteer Florida reserves the right to exclude a proposal from consideration at any point in the review or negotiation process should the conflict(s) of interest be deemed as unacceptable.
- I. If applicable, indicate the number of years and nature of your experience in the nonprofit or volunteer sectors.
- J. Describe specific knowledge of Florida nonprofits or state commissions.
- K. Detail company location that will be used to support the Volunteer Florida account and the business nature of the location’s operation.
- L. Describe commitment and procedures in delivering flawless service to your clients.

M. Describe your procedures during any given emergency that will enable you to carry on the business contained in this ITN on behalf of Volunteer Florida.

6.2 Current Customer References

Please provide contact information for at least three existing clients that Volunteer Florida can contact. Wherever possible, please include nonprofit or state commission clients as references. For each reference, please indicate the following:

- Contact Name and Title
- Contact Phone Number
- Service Description
- Contact Company Name
- Industry of Client
- Length of Relationship

6.3 Current Customer References

Please provide contact information for at least two former clients that Volunteer Florida can contact and provide a brief explanation regarding the end of the business relationship. For each, please indicate the following:

- Contact Name and Title
- Contact Phone Number
- Service Description
- Contact Company Name
- Industry of Client
- Length of Relationship

6.4 General Background on Company Services

Website Design & Development Services

A. What website design and development services do you provide?

B. Do you conduct usability testing? If so, what are your methods?

C. Do you have any proprietary tools or products related to this ITN?

D. Describe your process for ensuring a seamless end user experience if/when digital assets and content you wish to serve through your UI, web services or applications are stored on our agency's server.

E. Please provide two Case Studies in the following format:

- Client Requirements
- The challenge, goals and objectives
- Strategy developed to achieve goals and objectives
- Approach selected and rationale for approach
- Metrics selected and rationale for selection
- Value delivered against chosen metrics
- Commentary for how the site was built, what code base was chosen and why, how the website was optimized over time (what were initial successes & failures, how did your team adjust and capitalize on learning? What did you do to change your approach? What impact did your change in approach have on the goals of the client, its website(s) or its audience?
- How does this apply to Volunteer Florida?

Client Services & Project Management

A. Outline your project communication structure. If your account staff is separate from your project team or the technical experts who will work on this account, please detail how these teams work together and with the client. Include how you approach the client review process during the different phases of development and your process for post-launch revisions and adjustments.

B. For the proposed budget, what is the level of client services you will be able to provide?

- Onsite, how often and at what capacity
- Offsite, dedicated technology expert/program manager
- Offsite, dedicated account manager
- Other, please specify

Candidate's Design and Development Working Process

A. Outline your Design and Development process for executing against a client's strategy.

B. Provide an excerpt from the final deliverable of a development requirements spec or MRD (the client's name or website name or address can be removed).

C. Provide a copy of an SEO assessment on a recent website redesign you completed. Also provide a copy of your team's approach to SEO strategy and best practices and the ways in which you incorporate these practices into your development process.

Familiarity with other Digital Media Channels and Platforms

Describe your level of expertise with mobile and web applications, ratings service sites, social networking tools, content sharing services and other social sharing technology and platforms.

7.0 PRICING INFORMATION

Volunteer Florida requests each consultant to provide detailed pricing. Pricing must be fully comprehensive and complete. Additional information and backup detail should be included as appropriate with your proposal.

8.0 CONTRACT

The contract terms shall be defined by a written agreement, which shall be binding when fully executed by both parties. Any responses to the ITN will be incorporated by reference in each written agreement and will become an integrated part of the final contract. Agreements will be customized through negotiations, and Volunteer Florida's basic terms and conditions and business requirements will be embodied in this contract.

If selected for contract negotiation, the partner will have to provide proof of financial stability and provide Volunteer Florida with information requested so they may determine that the partner has sufficient financial resources to perform all services associated with the contract.

Volunteer Florida hopes to maintain collaborative relationships with its agencies that foster and support the notion that "the best idea wins." To that end, Volunteer

Florida may increase its allocation for any initiative that shows promise of a higher return on investment than current or planned investments over the term of this contract.

The desired relationship is one marked with a commitment to consistent quality service and continual improvement for the contract processes and services. Therefore, any final agreement will include specific service level and performance standard requirements.

Other Contractual Consideration:

A. All concepts, slogans, or plans submitted or developed by the contractor for Volunteer Florida during the term of the agreement, whether or not used, and any and all layouts, copy artwork, films, and other tangible material which the contractor prepares for Volunteer Florida or purchases for its account pursuant to a campaign for Volunteer Florida, are Volunteer Florida’s property exclusively, provided that Volunteer Florida has paid the invoices rendered, if any.

B. All contracts for the acquisition or use of materials and properties, and for the employment of talent, shall be entered into and signed by the contractor on behalf of Volunteer Florida to the end that all materials, properties and rights obtained by virtue of such contracts shall become the property of Volunteer Florida.

C. The contractor shall, at its own cost during the term of this relationship, maintain liability insurance of at least \$1 million covering claims or suits arising out of contractor’s services.

D. The contractor will exercise all reasonable precautions in the examination of all material prepared or used on Volunteer Florida’s behalf to avoid any claims against either party. To the extent and limits of the general liability policy maintained by Volunteer Florida, Volunteer Florida will indemnify and hold the contractor harmless with respect to claims, demands, or actions arising out of representation or materials furnished by Volunteer Florida to the contractor. The contractor will indemnify and hold Volunteer Florida harmless from and against any and all claims, demands or actions arising from the preparation or presentation of any campaigns covered by the final agreements.

E. Volunteer Florida shall reimburse the contractor for the costs of such materials and services, provided that the contractor shall be responsible for the completion of all subcontracted work in a manner deemed satisfactory by Volunteer Florida. The contractor shall be reimbursed for reasonable cost of travel necessary to carry out the final agreement, other than travel to Tallahassee directly related to the contractor’s performance.

Exhibit A – ITN Evaluation Criteria

Evaluation Criteria	% of Overall Score
Experience with developing and implementing integrated, digital marketing programs	
Quality, creativity and relevance of work samples/experience in previous nonprofit or state commission-related accounts and ability to plan, develop, launch and maintain digital marketing platforms	
Role in developing appropriate metrics and working with client to regularly measure and optimize success and recommend new metrics to best meet stated and changing goals of clients	
2. SCOPE OF WORK	
Quality, creativity and perceived effectiveness of proposed programs in scope of work and likelihood of achieving program objectives	25%
3. FAMILIARITY WITH FLORIDA BRAND AND PRODUCT	
Extent of knowledge and familiarity with Volunteer Florida platforms and/or with nonprofits, state service commissions, or National Service programs like AmeriCorps	20%
4. QUALIFICATION OF PERSONNEL AND PROPOSED SUBCONTRACTORS	
Prior experience and how it relates to this project, including industry position, agency leadership bios, agency through leadership, experience and availability of project team and outside resources	15%
5. CAPABILITIES OF FIRM	
Quality of past performance for nonprofit or National Service-related accounts on developing effective marketing programs	10%
Previous experience managing projects for Public/Private partnerships such as Volunteer Florida	

6. COST EFFECTIVENESS	10%
The maximum services provided in relation to the per hour fee equivalent charged compared against the client's budget and various measures and expectations	

DEPARTMENT OF CORRECTIONS

ADVERTISEMENT FOR BID

PROPOSALS ARE REQUESTED FROM QUALIFIED GENERAL or CERTIFIED UNDERGROUND UTILITY & EXCAVATION CONTRACTORS (experienced in utility construction) BY THE STATE OF FLORIDA, DEPARTMENT OF CORRECTIONS, FOR THE CONSTRUCTION OF:

PROJECT NO: EK-05

PROJECT NAME & LOCATION: MASTER LIFT STATION REPLACEMENT AT FLORIDA STATE PRISON, 7819 N.W. 228TH STREET, RAIFORD, FLORIDA 32026.

FOR: STATE OF FLORIDA, DEPARTMENT OF CORRECTIONS

PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND: If the construction contract award amount is \$100,000 (one hundred thousand dollars) or less, a Performance Bond and a Labor and Material Payment Bond are not required.

PUBLIC ENTITY CRIME INFORMATION STATEMENT: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list.

PREQUALIFICATION: Each bidder, whose field is governed by Chapter 399, 489 and 633, Florida Statutes, for licensure or certification, must submit prequalification data of their eligibility to submit proposals as soon as possible. Bidders must receive confirmation of their prequalification five (5) calendar days prior to the bid opening date. If not previously qualified by the Department for the current biennium (July 1 through June 30) of odd numbered years, or you are unsure, please contact: Ms. Sandra Rogers, (850)717-3664, for prequalification instructions. After the bid opening the low bidder must qualify in accordance with Rule 60D-5.004,

F.A.C. A copy of the rule requirements is included in the "Instruction to Bidders" under Article B-2 "Bidder Qualification Requirements and Procedures".

Sealed bids will be received, publicly opened, and read aloud on:

DATE AND TIME: August 29, 2012, 1:00 p.m. (Eastern Time)

PLACE: Florida State Prison, 7819 N.W. 228th Street, Raiford, Florida 32026

Any person with a qualified disability requiring special accommodations at the pre-bid conference, and/or bid/proposal opening, shall contact the person listed below at least (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using Florida Relay Services by dialing 1(800)955-8771 (TDD).

PROPOSAL: Bids must be submitted in full in accordance with the requirements of the Drawings, Specifications, Bidding Conditions and Contractual Conditions, which may be examined and obtained from the:

ARCHITECT-ENGINEER: CPH Engineers, Inc. 5200 Belford Road, Suite 220, Jacksonville, Florida 32256.

Contact: Stephen N. Romano. P.E., Telephone: (904)332-0999
Drawings and specifications may be purchased for a Non-refundable price of \$50.00 per set from the Architect/Engineer. Bidder must pay postage/shipping. Partial sets may not be purchased.

A non-mandatory pre-bid conference will be held on August 8, 2012, 1:00 p.m. (Eastern Time), at the Florida State Prison's Administration Building, Conference Room. A brief walk-through of the work area(s) will be available as part of the pre-bid conference. Everyone attending the Pre-Bid conference must have a valid Driver's License or a valid Photo ID; and must sign in and out at the Florida State Prison Administrative Office.

CONTRACT AWARD: Bid Tabulation and Notice of Award Recommendation will be sent to all bidders by Facsimile, Return Receipt Required. If no protest is filed per Article B-20 of the Instructions to Bidders, "Bid Protests, Points of Entry", the contract will be awarded by the Secretary, Department of Corrections. RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS.

MID-FLORIDA AREA AGENCY ON AGING

Request for Proposals

Competitive sealed proposals will be received by the Mid-Florida Area Agency on Aging dba Elder Options until 4:00 p.m., September 26, 2012, for the provision of an array of home and community based supportive, nutrition, and family caregiver services under the Older Americans Act. Older Americans Act service providers will be designated for each county in Planning and Service Area 3. These counties are: Alachua, Bradford, Citrus, Columbia, Dixie, Gilchrist, Hamilton, Hernando, Lafayette, Lake, Levy, Marion, Putnam, Sumter, Suwannee and Union. The proposal package and

application instructions may be obtained from Elder Options' offices on August 8, 2012 or thereafter. Elder Options' office is located at 5700 S.W. 34 Street Suite 222, Gainesville, Florida. Elder Options reserves the right to reject any and all proposals. A Bidders Conference will be conducted concerning this Request for Proposals at 2:00 p.m., August 24, 2012. Interested parties are encouraged to attend the Bidders Conference at the following location:

Elder Options
5700 S.W. 34 Street, Suite 222
Gainesville, Florida

Correspondence concerning this Request for Proposals should be addressed to:

Ms. Janet Kreischer
Home and Community Based Program Coordinator
Elder Options
5700 S.W. 34 Street, Suite 222
Gainesville, Florida 32608
(352)378-6649

GAINESVILLE-ALACHUA COUNTY REGIONAL AIRPORT AUTHORITY

REQUEST FOR BIDS

GNV PROJECT NO 12-003: ACCESS ROAD – PHASE 2

The Gainesville-Alachua County Regional Airport Authority (GACRAA) is soliciting sealed bids for the Access Road – Phase 2 Project. The work shall include the construction of two-lane, boulevard style roadway with wide median, signing and striping, drainage basins, lighting, landscaping, and irrigation beginning from the termination of Phase 1 of the road off SR 24 (Waldo Road) to the existing loop road at the Gainesville Regional Airport passenger terminal.

Each contractor desiring to bid for the performance of any construction contract located on the National Highway System (NHS) or the State Highway System (SHS) in excess of \$250,000 must be currently certified by the Department of Transportation as qualified in accordance with Section 337.14(1), Florida Statutes and Rule 14-22, Florida Administrative Code.

Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;

1. All persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and
2. All persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with the Department.

Complete sets of bid documents will be available for review or purchase beginning July 23, 2012 at the office of:

Eng, Denman & Associates, Inc.
2404 N.W. 43rd St.
Gainesville, FL 32606
Phone (352)373-3541

A non-refundable payment of Two-Hundred dollars and 00/cents (\$200) will be required to purchase each set of the bid documents.

A mandatory pre-bid conference will be held on Tuesday, August 7, 2012, 2:00 p.m., at the Gainesville Regional Airport, Passenger Terminal, 3880 N.E. 39th Avenue, Gainesville, Florida 32609.

Bids must be signed by an authorized official, enclosed in a sealed envelope or package clearly marked:

“GNV Project No. 12-003: ACCESS ROAD – PHASE 2” and mailed or delivered to the Authority's Administrative Office:

Gainesville Regional Airport
Attn.: Airport Chief Executive Officer
3880 N.E. 39th Avenue, Suite A
Gainesville, Florida 32609

Bids are due at 3:00 p.m., Tuesday, August 28, 2012, and will be publicly opened at this time. The official clock is located in the Authority's Administrative Office.

Bids received after 3:00 p.m., August 28, 2012 will not be considered.

The Notice of Contract Award will be issued on the basis of the total evaluated proposed cost, provided by the Lowest Responsive Bidder, which, in the Authority's sole and absolute judgment will best serve the interests of the Authority. GACRAA reserves the right to reject any or all bids received in response to this Request for Bids as determined to be in the best interest of the Authority.

It is the policy of GACRAA to ensure that disadvantaged business enterprises, (DBE), as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in GACRAA contracts. DBE enterprises are encouraged to respond.

For additional information, contact: Lynn Noffsinger, (352)373-0249, lynn.noffsinger@flygainesville.com.

**Section XII
Miscellaneous**

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Notice of Publication for a New Point
Franchise Motor Vehicle Dealer in a County of Less
than 300,000 Population

Pursuant to Section 320.642, Florida Statutes, notice is given that Polaris Sales, Inc., intends to allow the establishment of Love Motors, Inc., d/b/a Love Motorsports as