

Sample Standard RFP
Annual Indefinite Quantity Contract (May 2004)

**Florida Community College at Jacksonville
District Board of Trustees**

AGENDA ITEM NO.

Subject	Purchasing: RFP Title
Contact:	Steven P. Bowers, 904-632-3217
Meeting date:	<u>June 1, 2004</u>

RECOMMENDATION: It is recommended that the District Board of Trustees authorize College administration to negotiate and enter into a satisfactory contract for _____ services with _____ as the top ranked proposer for an initial term of June 2, 2004 through May 31, 2005 with the option to extend this contract for up to two additional one-year terms based on continued need, satisfactory performance, satisfactory rates, same terms and conditions and District Board of Trustees approval.

It is further recommended College administration be authorized to formally terminate negotiations with the top-ranked proposer if a satisfactory contract cannot be negotiated within budget and to begin negotiations with the next ranked proposer until a satisfactory contract can be negotiated and entered into.

BACKGROUND: The District Board of Trustees, at its April 2, 2003 meeting, awarded a _____-year annual indefinite quantity contract for _____ services with _____ as the top ranked proposer. The College recently issued an request for proposal (RFP) soliciting the submittal of priced proposals for _____ services. The RFP included the following functionalities and specifications:

A College evaluation committee evaluated _____ formal proposals submitted, conducted reference checks and interviews of finalist and recommends _____ as the top ranked proposer.

- Text
- Text
- Text

RATIONALE: This recommendation supports the College's goal to "enhance institutional performance" and conforms to State Board of Education Rule 6A-14.0734. The recommended contract with _____ will lock in fixed pricing for the initial term of _____ years. The resultant contract is at a five percent lower cost than the prior COPP contract for cut sheet copy paper.

FISCAL NOTES: It is projected the procurement cost for the initial year will not exceed \$150,000 and \$450,000 over the potential three-year contract period which is comprehended in the College's operating budget.