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## **REQUEST FOR STATEMENT OF INTEREST AND EXPLANATION OF PLAN**

### Purpose.

The Board of Governors and the Florida Department of Education are seeking a Statement of Interest and Explanation of Plan ("Statement of Interest") from one or more State University System and/or Florida College System institutions ("Host Institution") to provide the scope of services described below to all public postsecondary institutions for the benefit of their students, faculty, and staff and the public. The services are integral to the distance learning and library operations and student services at all public postsecondary institutions.

### Scope of Services.

Statements of Interest should include information in the following areas, which will be used to evaluate the Statements and determine one or more institutions with which to commence further negotiations. The Statements should address the institution's ability to provide the services listed below in a narrative format that corresponds to each topic.

- A. The provision of the Essential and Centralized Services described on Exhibit A. Please submit a timeline for providing the Essential and Centralized Services. Because time is of the essence, the Host Institution must be prepared to immediately begin the transition of services from the University of West Florida following the selection.
- B. Institutional support services for the operation and management of the Essential and Centralized Services in the following areas:
  1. Accounting, Audit, and Fiscal Management. The Host Institution must be able to invoice and collect funds sufficient for the provision of the Essential and Centralized Services from all public postsecondary institutions and maintain such funds in a separate account; provide appropriate accounting and auditing services; provide annual financial reports to the Chancellors of the State University System and the Florida College System; and maintain appropriate inventory controls over assets that support the provision of the Essential and Centralized Services.
  2. Procurement and Contract Management Services. The Host Institution will be responsible for the procurement of all goods and services necessary for the provision of the Essential and Centralized Services and must be able to provide procurement and contract management services.

3. Legal Services. The Host Institution must have in-house legal counsel available to provide services associated with contract review and development, assignment of contracts, leases, licensing agreements, and advice on routine legal matters.
  4. Human Resources. The Host Institution must have sufficient human resources staff to assist with the hiring of any personnel the Host Institution deems necessary to the provision of Essential and Centralized Services.
  5. Technology Resources. The Host Institution must have the technological capabilities necessary to the provision of the Essential and Centralized Services.
- C. The Host Institution may charge an Administrative Fee to the participating institutions up to three (3%) percent of the total cost of the Essential and Centralized Services. The Host Institution must specify the percentage of the Administrative Fee it will seek to charge in its Statement of Interest and describe the type of costs to be recovered under the Administrative Fee.

#### Resources.

The services described above have been provided by the University of West Florida as part of the Complete Florida Plus Program. Existing contracts that support the services are available for assignment to the Host Institution to assist with the seamless transition of the services. There are four primary categories of technical support services needed to continue current operations:

1. Office Administrative Support.
2. Distance Learning/Student Services – Consist of a group of cloud-hosted services currently housed in the Azure data center.
3. Library Services – An on-premises co-location system housed at Northwest Regional Data Center with multiple backup disaster recovery systems.
4. Integrated Services – Authentication, cybersecurity, networking, etc.

See Exhibit B for a full list of technology services that are available for utilization by the Host Institution if desired.

Additionally, the University of West Florida employed individuals who were responsible for providing the services in three leased locations in Pensacola, Tallahassee, and Gainesville. A list of individuals, by location, who have indicated an interest in continuing to support the Essential and Centralized Services and their job descriptions is attached as Exhibit C, and an organizational chart of positions that supported the services is attached as Exhibit D.

#### Funding.

Because there is no state funding for these services in the 2020-2021 General Appropriations Act, the Host Institution will be required to invoice all public postsecondary institutions for their share of the costs. An annualized estimate of the costs per institution is attached as Exhibit E. All institutions in the Florida College

System and the State University System have agreed to bear the costs associated with the provision of these Essential and Centralized Services.

Deadlines regarding the Statement of Interest.

Questions regarding this request for a Statement of Interest are due to Dr. Nancy McKee at Nancy.McKee@FLBOG.EDU by 12:00 p.m. EST on August 12, 2020.

Answers will be posted on the Board of Governors' website on August 13, 2020.

Electronic Statements of Interest shall be submitted to Dr. Nancy McKee at Nancy.McKee@FLBOG.EDU by 5:00 p.m. EST on August 28, 2020.

Evaluations will be completed by September 1, 2020 and negotiations with the top-ranked institutions will be completed by September 9, 2020.

Selection Process.

An Evaluation Committee will be composed of representatives appointed by the Chancellor of the State University System and the Commissioner of Education for the Florida College System. The Evaluation Committee shall evaluate and rank the Statements of Interest against all evaluation criteria set forth above under the Scope of Services and shall create a short list of institutions to be advanced to the Negotiation Committee.

The Negotiation Committee will undertake negotiations with the short listed institutions on the scope of services, terms, and price, continuing until such time as an acceptable Agreement can be reached that best meets the needs of both the State University System and the Florida College System. After negotiations are concluded, the Negotiation Committee will make a recommendation to the Commissioner of Education for the Florida College System and the Chancellor of the State University System. The Commissioner of Education, in consultation with the Chancellor of the Florida College System, and the Chancellor of the State University System will make the final decision on selecting a Host Institution.

The following rating criteria will be used to evaluate the Statements of Interest.

<b>Category</b>	<b>Point Value</b>
1. Timeline for the Provision of Essential Services	25
2. Accounting, Audit and Fiscal Management	15
3. Procurement and Contract Management Services	15
4. Legal Services	10
5. Human Resource Services	10
6. Technological Capability	20
5. Administrative Fee Percentage	5
<b>TOTAL POSSIBLE POINTS:</b>	<b>100</b>

Points in each area will be awarded by the Evaluation Committee. Points for the Administrative Fee Percentage will be determined along a continuum from lowest to highest, based on the range of Statements received.

Memorandum of Understanding.

The selection of one or more Host Institutions will result in the execution of a Memorandum of Understanding (“MOU”) with the Florida Department of Education and the Board of Governors on or before September 15, 2020. The Host Institution will begin providing services on or before October 15, 2020. The Host Institution’s provision of services will be subject to the oversight of the Chancellors of the State University System and Florida College System. The Host Institution will be required to submit semi-annual reports to the Chancellors of the State University System and Florida College System on the operations of the Essential and Centralized Services, with the first report due on December 31, 2020. As part of the MOU, the Host Institution may also be requested to undertake an evaluation of the Essential and Centralized Services following the transition for the purpose of determining whether the services can be provided in a more cost-effective manner.