

PROCUREMENT SERVICES

Karen Stolarenko | kstolarenko@flvs.net

Request for Proposal

Copyediting and Proofreading Middle School Science Courses

RFP01-2403862B01-CEPRMS-XXXXXX

<https://flvs.bonfirehub.com/>

Public meetings shall be conducted via Zoom Conference.

Dial-In Number: 646 876 9923

Zoom Meeting Link: <https://flvs.zoom.us/j/6826895354>

Meeting ID: 682 689 5354

Direct all inquiries in writing to FLVS Procurement Services via Bonfire.

Description	Short Description	Date & Time	Location
Issue Date	Date of RFP posting	November 14, 2023	N/A
Question & Answer Deadline	Written question and answer period	November 28, 2023 no later than 2:00 PM EST	Submit via Bonfire
Bid Due Date/Time	All responses due. The names of the respondents announced.	December 14, 2023 no later than 2:00 PM EST	Public Zoom Conference
Proposal Evaluation Committee Meeting	Responses evaluated to identify shortlisted proposers for interview.	December 20, 2023 10:00 AM EST	Public Zoom Conference
Presentation and/or Interviews (optional)	Scoring (Public Meeting)	January 10, 2024 10:00 AM EST	Private Zoom Invite for interview
Notice of Intent to Award Date (Tentative)	Public notice of FLVS intentions to proceed	January 11, 2024	N/A
Award Date Tentative Date	Date of FLVS Approval	January 17, 2024	N/A

NOTICE TO ALL INTERESTED PARTIES: FLVS is accepting responses to this solicitation via electronic submission at <https://flvs.bonfirehub.com/opportunities>. No hardcopy submissions will be accepted. DO NOT ship or deliver your response to FLVS offices. Electronic submissions will be accepted only until the due date and time listed above. The drop box does not accept late submissions. Submission time stamps are determined by Bonfire's system clock. Proposers are responsible for ensuring all submissions are uploaded prior to the deadline. If technical support is needed during the submission process, contact Support@GoBonfire.com.

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**FLORIDA VIRTUAL SCHOOL
REQUEST FOR PROPOSAL
Copyediting and Proofreading Middle School Science Courses**

1. OVERVIEW

- 1.1. Purpose.** Florida Virtual School (“FLVS”) is seeking responses from qualified proposers for (Lot 1) Copyediting and (Lot 2) Proofreading Services for Middle School Science Course Suite including Middle School Physical Science, Middle School Life Science, and Middle School Earth and Space Science.
- 1.2. About FLVS.** As an online Kindergarten-12th grade solutions provider, Florida Virtual School is committed to providing valuable resources for every school district and school across the nation. FLVS offers a variety of educational products and services to B2B and B2C audiences, including: K-12 Online Schools, Teacher Training and Professional Development, Digital Curriculum (190+ Courses), Tech Solutions and Platforms. Additional information about FLVS can be found on <https://www.flexpointeducation.com/> (National Products and Services) and www.flvs.net (Florida Services).
- 1.3. Contract Scope, Structure, Terms, and Pricing**
- 1.3.1. Contract Services, Structure, Term, Sequence and Pricing:** FLVS shall enter into a “single contract” with a “single prime Proposer”, or multiple proposers as deemed to be in FLVS’s best interest for all services as described under this RFP. It is the responsibility of the Proposer to partner as necessary and assemble the team, skills, assets, and other qualifications to meet all requirements in the RFP. The selected Proposer shall assume all contractual responsibilities, obligations and comply with all contract terms and conditions.
- 1.3.2. Scope of Work.** The scope of work under this contract is in Section 5 of this RFP.
- 1.3.3 Contract Structure.** FLVS shall contract the services described herein under a single contract. The single contract, however, shall be packaged into one Master Service Agreement (“MSA”) with an associated Scope of Work (SOW). A separate SOW shall be issued for all services to be provided. A brief summary of the expected contract scope under each of these agreements is shown below.
- 1.3.4 Contract Term.** The term shall be upon final signature execution and complete on September 30, 2024.
- 1.3.5 Contract Pricing.** The MSA and SOW(s) shall be based upon the final negotiated prices. Contractors shall provide pricing as required on the proposal price sheet. Alternate price structures may be submitted in addition to the pricing requested. FLVS reserves the right to reject proposals that do not comply with the information requested on the proposal price sheet.

2. EVALUATION OF RESPONSES

Every response shall be reviewed/evaluated in terms of its conformance to the RFP specifications. FLVS shall generally follow the process outlined below. In doing so, FLVS at its will, reserves, at a minimum, the following rights:

- a. All responses properly completed and submitted shall be accepted by FLVS. However, FLVS reserves the right to reject any or all responses, reject any response that does not meet all mandatory requirements, or cancel this RFP according to its best interest.
- b. FLVS also reserves the right to waive minor irregularities in responses if that action is in the best interest of FLVS. If the Proposer is awarded the contract, such a waiver shall in no way modify the requirements stated in this RFP or excuse the Proposer from full compliance with the specifications stated in this RFP or resulting contract.
- c. FLVS reserves the right, before awarding the contract, to require Proposer to submit additional evidence of qualifications or any other information FLVS may deem necessary.
- d. FLVS shall not be under any requirement to complete the evaluation or negotiations by any specific date and reserves the right to suspend or postpone the evaluation or negotiation process should the need arise due to budget constraints, time constraints or other factors as directed by FLVS.
- e. The award shall be made to the Proposer that best meets FLVS needs.
- f. FLVS reserves the right to request clarifications at any time throughout the evaluation and negotiation process.
- g. There will be no interim briefing regarding the status of a particular response until the evaluation of all responses is complete.

2.1. Proposal Evaluation Committee (PEC)

Responses shall be reviewed and evaluated by the PEC as described herein.

- 2.1.2 The PEC committee shall consist of FLVS staff members who are voting members, non-voting subject matter experts (SMEs) and at FLVS's discretion, non FLVS staff. The voting members of the PEC shall convene, review, evaluate and rank all valid responses submitted based on the evaluation criteria. Non-voting member(s) responsibilities include reviewing the proposals, testing in demo environments where applicable, and providing subject matter expertise.
- 2.1.2 The PEC, at its sole discretion may waive the requirement to have demonstrations or interviews and may determine an award based on the evaluation criteria listed in the Table in Section 2.4.1.
- 2.1.3 The PEC reserves the right to interview any, all or none of the Proposers that responded to the RFP and to require at the discretion of FLVS formal presentations with the key personnel who shall administer and be assigned to work on behalf of the contract before recommendation of award.
- 2.1.4 The PEC reserves the right to conduct site visits of a Proposer's facilities and/or of a current project they are managing.

2.1.5 FLVS reserves the right to request login access to a test environment or other simulation of proposed solution for evaluation purposes.

2.2 Public Notices. FLVS Public notices shall be posted on Bonfire: <https://flvs.bonfirehub.com/> and Florida Virtual School Procurement Opportunities: <https://www.flvs.net/about/procurement>

2.3 Reply Opening. All submissions will be opened by FLVS Procurement via Zoom Conference as per the cover sheet. The list of responses received shall be made available within 48 hours following the opening as described in 2.2 Public Notices.

2.4 Responsiveness to Submittal Requirements. A preliminary evaluation by FLVS Procurement Services shall determine whether each received response is complete and compliant with the minimum qualifications and all other instructions and/or submittal requirements in the RFP. Section 3.1 Compliance will be reviewed by the Procurement Department and reported to committee during the evaluation session. Any responses that are incomplete or that do not comply with the instructions and /or submittal terms and conditions may be rejected and excluded from further consideration. Responses which are compliant as determined solely by FLVS, are moved to the evaluation stage.

2.5 Proposal Evaluation

2.5.1 Step 1: Evaluation

Proposals will be evaluated and scored by Lot by a PEC approved by the Procurement Director. Using the evaluation criteria specified below, the PEC will evaluate and score responsive replies and, at the sole discretion of the PEC, may proceed to oral presentations with one or more respondent(s) selected.

FLVS shall evaluate each written response based on the evaluation criteria listed in Section 2.6.1, using a 0-10 rating system multiplied by the weights assigned. This meeting shall be open to the public via the zoom link provided on the cover page.

Step 1a: The response evaluation committee members will discuss all contractor responses, and each evaluation committee member will score the responses individually.

Step 1b: Procurement will combine the evaluation scores submitted by all PEC members and shall determine the highest scoring responses based on the total evaluation scores received. FLVS reserves the right to determine the cutoff score and the number of responses that may advance to Step 2. Step 2 is optional at the sole discretion of FLVS. If FLVS determines that Step 2 is not required, award recommendation will be made based on the scores from Step 1.

2.5.2 Step 2 (optional): Presentation and/or Interview

Finalists shall be notified by FLVS Procurement to appear in-person or via Zoom meeting at the discretion of FLVS, in no particular order, for a presentation and/or an interview of their response and detailed discussion of the elements of their

response. Only the scoring session shall be a public meeting. Step 2 evaluation is a “fresh evaluation” with scores from step 1 not carried forward.

- a. Procurement Services will assign the date and venue for the demonstrations and/or oral presentations based upon a random drawing of the responses advanced to Step 2;
- b. The PEC may require the finalists to furnish additional information or respond to questions and/or clarifications prior to or at the oral demonstration/interview;
- c. FLVS may require finalists to provide login or access for testing systems if applicable as directed;
- d. FLVS reserves the right to invite additional subject matter experts from FLVS and/or its representatives to attend oral demonstrations/presentations;
- e. Following the oral demonstrations/oral presentations, FLVS may require finalists to furnish additional information or respond to questions and/or clarifications that might be needed to finalize the PEC scoring. May require additional public meeting(s).
- f. Using the evaluation criteria in Section 2.6.2, each member of the PEC will separately score each respondent’s demonstration/oral presentation using a 0-10 rating system multiplied by the weights assigned.
- g. The procurement representative will combine the evaluation scores submitted by all PEC members for this step to determine the highest scoring respondent ranking.
- h. Procurement Services will post an Intent to Award Notice within approximately two weeks from finalist selection.

2.6 Evaluation Criteria

The responsive replies will be evaluated and ranked on a scale of 0-10 using the following criteria multiplied by the weights assigned. This meeting shall be open to the public via the zoom link provided on the cover page.

2.6.1 **Proposal Evaluation Criteria Step 1.** These criteria shall be used through the evaluation process for each Lot as described subsequently:

Criteria No.	Step 1: Main Criteria Description	Weight
1.	Qualifications, Experience, and Letters of Reference	20%
2.	Demonstrated ability to meet or exceed Scope of Services	30%
3.	Resource Resumes and Skills Assessment(s)	25%
4.	Cost Proposal	25%
	TOTAL	100%

The total maximum number of weighted points that can be earned in the evaluation process is 100 points per Lot.

a. **Cost Proposal for Price Analysis.** Price Analysis is conducted through the comparison of Cost Proposals submitted. The maximum points will be awarded to the lowest acceptable Cost Proposal. Replies with higher costs will receive the fraction of the maximum points proportional to the ratio of the lowest Cost Proposal to the higher Cost Proposal. The fractional value of points to be assigned will be rounded to one decimal place. The criteria for price evaluation shall be based upon the following formula:

$$(Low\ Price/Respondent's\ Price) \times Price\ Points\ (35) = Respondent's\ Awarded\ Points$$

2.6.2 Respondent Demonstration/Interview Criteria – Step 2 (Optional)

Criteria No.	Step 2: Main Criteria Description	Weight
1.	Substance and content of the presentation	40%
2.	Question and answers session including requested clarifications that demonstrate proposer’s ability to meet or exceed RFP requirements	40%
3.	Additional value-added services and/or cost saving strategies	20%
	TOTAL	100%

2.7

The total maximum number of weighted points that can be earned in the evaluation process is 100 points per Lot.

Basis of Award

Recommended award shall be made to the highest ranked Contractor(s) whose response is determined in writing to be the most advantageous, bringing “best value” to meet the criteria of FLVS. FLVS reserves the right to make awards by individual item, group of items, all or none or a combination thereof; to reject any and/or all bids/proposals or to waive any minor irregularities or technicalities. All purchases are contingent upon FLVS funding. Following the selection and upon final negotiation of the contract terms and conditions with the top ranked Respondent, recommendation for contract award will be submitted to FLVS Board of Trustees (if total value is \$300,000 or more) or Procurement Director approval (if total value is under \$300,000).

The FLVS Executive Team at their sole discretion shall accept or reject all recommendations of the Evaluation Committee. If the Executive Team accepts the Evaluation Committee’s recommendation, the process continues as noted in each step above. If the Executive Team rejects any Evaluation Committee’s recommendation, the Executive Team at their sole discretion, shall proceed with any of the following methods: directing the Procurement Representative to recommence the selection ranking process at whatever state or step the Executive Team deems appropriate (including step 1, step 2, and/or step 3); pursuing the project by any other alternative method permitted under Florida law; or abandoning the project all together. If the Executive Team elects to pursue



the project through an alternative method or abandon the project all together, FLVS shall provide public notice of that decision.

FLVS reserves the right to negotiate price and contract terms and conditions with the most qualified firm(s) to provide the requested service.

Services will be authorized to begin when the Contractor receives a fully executed contract and issuance of a Purchase Order from FLVS. Once awarded, Procurement will provide notice of the award to the Contractor.

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3. RESPONSE SUBMISSION FORMAT AND INFORMATION THAT MUST BE SUBMITTED

3.1 Compliance and Electronic Response Submission

Proposals must be received by FLVS Procurement Department through Bonfire at <https://flvs.bonfirehub.com/opportunities> no later than the response due date and time specified above. Proposals received after this time will not be considered. Proposals shall not be modified after the RFP closing date and time.

As a reminder, no late submissions can be accepted. Proposer is responsible for allowing adequate time to upload their documents to Bonfire.

If you're experiencing technical difficulties, contact support@gobonfire.com.

- Upload files in Adobe Portable Document Format (.pdf), Excel (.xls or .xlsx)
 - **No Zip Files shall be accepted**
- Enable Printing on all files submitted
- All required documents must be fully filled out and signed by an official who is authorized to legally bind the Respondent on all solicitation specifications
- **All documents must reference the LEGAL name of the Proposer exactly as it appears under business registration of state where registered/incorporated. The LEGAL name must match the FEIN or Tax ID number provided. Do not submit a proposal under a d/b/a (“doing business as”) or a fictitious business name.**
- Clearly identify each part of the submission as directed by the solicitation document
- Terms, and Conditions and/or Exceptions submitted by the Respondent which differ from those of the solicitation may be cause for disqualification of the proposal

3.1.1 Proposal Structure

In order to maintain comparability and consistency in the review and evaluation of responses, all responses shall be organized as specified below. Avoid any elaborate promotional materials and provide only information that is required. All supporting materials should clearly reference the portion of the RFP to which they pertain. **All proposal responses should use the below sections numbers and layout without deviation:**

- Table of contents
- Section 1 – Signed Cover Letter and Compliance Information
- Section 2 – Qualifications, Background, References and Case Studies
- Section 3 – Response to the Scope of Work Requirements (including Resource Skills Assessment Exercises)
- Section 4 – Cost Proposal

Submit the following separate electronic documents clearly labeled in PDF format

- One (1) electronic full unredacted response
- One (1) redacted version (see Public Records Appendix H)
- Cost Proposal Forms – Section 6
- Proof of Financial Stability

- Required Forms Packet - must be submitted as part of the response completed fully and without edits

Responses not meeting the requirements herein may be determined to be non-responsive; non-responsive responses will receive no further consideration.

3.1.2 Table of Contents

Clearly outline and identify the material and responses by Section in sequential order for the major areas of the response, including enclosures. All pages must be consecutively numbered and correspond to the table of contents.

3.1.3 Proposal Section 1 - Cover Letter and Compliance Information

Provide a cover letter indicating your company's understanding of the requirements/scope of this RFP. The letter must be a brief formal letter from the Proposer that provides information regarding the company's interest in and ability to perform the requirements of this RFP. Unless specific exceptions are noted in the response to this package, all terms and conditions contained in the response to include the inclusive sample contract are considered to be accepted by the proposer. The prospective Proposer hereby certifies, by submission and signature of this letter, represents complete and unconditional acceptance of the requirements, terms and conditions of this solicitation and all appendices and any Addendum released hereto. Cover letter shall be signed by authorized principal party.

For each of the following provide a full list of names, titles, addresses, telephone numbers, and email addresses:

1. **Primary Contact:** Point of contact for solicitation process and contracting purposes.
2. **Principals and Authorized Signatures:** Person(s) or entities serving or intending to serve as principals, authorized to legally commit the Proposer's organization to perform the services.

3.1.4 Mandatory Certifications/Forms Packet

Responses must include all Mandatory Certifications/Forms (provided in RFP Attachment 1 – "Mandatory Certifications/Forms Packet") listed below along with copies of current Certificates of Insurance. All forms must be completed and signed (and notarized where applicable). These documents must not be modified in any manner. Note: The "Mandatory Certifications/Forms Packet" also contains an Appendix J, FLVS Master Service Agreement (MSA), Statement of Work (SOW) template, and Change Order template.

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| <ol style="list-style-type: none"> 1. Response Checklist (Section 3) 3. Certificate(s) of Insurance (Section 7.18) 5. Acknowledgement of Business Type (Appendix B) | <ol style="list-style-type: none"> 2. Compliance Information Sheet (Section 3) 4. Contractor's Statement of Qualifications (Appendix A) 6. Statement of Affirmation and Intent (Appendix C) |
|--|--|

7. Mutual Non-Disclosure Agreement (Appendix D)	8. Addenda Form / Dispute Resolution Clause (Appendix E)
9. Public Records Act / Chapter 119 Requirements (Appendix F)	10. Reference Release Form (Appendix G)
11. Mandatory Certifications (Contracts Supported by Federal Funds) (Appendix H) including: <ul style="list-style-type: none"> • Regulatory Compliance • Certifications Regarding Non-Discrimination • Certifications Regarding Lobbying • Debarment, Suspension & Other Responsibility Matters • Drug-Free Workplace • Non-Collusion Affidavit 	
12. E-Verify Certification Form, Foreign Country of Concern Attestation, Vendor Application and W-9 Form (Appendix I)	13. Master Service Agreement

3.1.5 Financial Stability

Financial stability means, at a minimum, having adequate income and capital and the capacity to efficiently allocate resources, assess, and manage financial risks, and maintain financial soundness through the term of the Agreement. Bidder/Proposer shall demonstrate financial stability in accordance with this definition by providing one of the following:

1. For bidder/proposer with annual revenues below \$1 billion
 - Audited financial statements that demonstrate their satisfaction of financial stability criteria or;
 - Documentation of an investment grade rating from a credit reporting agency designated as a nationally recognized statistical rating organization by the Securities and Exchange Commission.
2. In addition to the above two options, bidders/proposers with annual revenues exceeding \$1 billion can provide a letter containing a written declaration, pursuant to s.92.525, F.S., issued by the chief financial officer or controller attesting that the supplier is financially stable and meets the definition of financial stability

3.1.6 FLVS Standard Cybersecurity Compliance.

Describe in detail your organization’s cybersecurity compliance policies. Respondents must demonstrate policies in place to prevent a variety of common cybersecurity attacks. This includes, but is not limited to:

- Demonstrate use of proper input validation using common security libraries such as ESAPI from OWASP to prevent common attacks if contractor intends to employ user input.
- Demonstrate use of current, supported and patched applications and libraries to minimize vulnerabilities in applications code as applicable.
- Demonstrate use of a proper error handling code to ensure that system information is not revealed.

- Disclose any plugins, add-ons, third party tools or similar that will be included in your proposed solution.

General Requirements for self-hosted solution include:

Virtualization Requirements. Supports virtual machines running on currently supported version of VMWare vSphere ESXi and Nutanix AHV.

Operating System Requirements. Windows Server 2019 or newer / RedHat Enterprise Linux 8 or newer.

Web Requirements. IIS 10.0 or newer / Apache 2.4 or higher

Database Requirements. SQL 2019 or newer / MySQL 8.0 or newer.

Other Components. Validation with FLVS Infrastructure Manager to confirm support for additional hardware, software, or other dependencies when applicable.

Maintenance and Support Requirements. 24x7x365 access to technical support with a maximum of 4-hour response time. Maintenance updates to ensure FLVS is on the latest version and patched for known vulnerabilities.

General Requirements for Contractor-hosted solution include:

Contractor Compliance. Contractor has, and continues to maintain, an active SOC2 report that is available to FLVS upon request.

Availability. Dependent upon the business criticality that has been defined:

- Mission Critical Products – Minimum of 99.95% availability SLA (preferred 99.99%)
- Business Critical Products – Minimum of 99.5% availability SLA (preferred 99.9%)
- Important Business Products – Minimum of 99.5% availability SLA (preferred 99.9%)

Data Retention Requirements (All):

Search Retrieval of Records. Allows FLVS to schedule and download backups of our data to fulfill retention requirements or:

- Allows FLVS to configure record retention lengths
- Allows FLVS to search records
- Allows FLVS to produce records including ones deleted by users that are within the retention period configured

Access Controls.

- Integrates with FLVS Single Sign-on/Identify and Access Management tools or provides ability to:
 - Force a password reset upon next logon
 - Disable access to a user account
 - Remove disabled user accounts
 - Limit repeated password attempts by locking the account after a configurable number of attempts between 1 and 6
- Provides an ability to set levels of permissions based on the minimum level of permissions necessary
- Provides an ability to grant access for the minimum amount of time required

Audit and Accountability

- Provides an ability to audit and download the following types of events:
 - Access to PII or other sensitive data

- Actions taken by user with administrative access
- Failed access attempts
- When identification and authorization mechanisms are used
- Creation and deletion of privileged or system-level objects
- **Audit Logs Contain:**
 - User ID
 - Type of Event
 - Date and Time
 - Success or Failure Status
 - Origin of Event
 - Identify of the affected data, component, or resource

Configuration Management. Provides an ability to test and validate changes before deployment to the production environment.

Contingency Planning. Provides ability to:

- Reroute traffic and data to an alternate site in the event of an area-wide disruption or disaster
- Backup and retain copies of FLVS configurations and data

Identification & Authentication. Integrates with FLVS Single Sign-on/Identity and Access Management tools or provides ability to:

- Enable multifactor authentication privileged accounts
- Enable multifactor authentication for employees, administrators, and third parties
- Integrate with Microsoft Active Directory for granting access to the management portal(s).

Maintenance. Contractor-hosted solution notifications are sent a minimum of seven (7) days prior to scheduled maintenance and will minimally include:

- Date, time, and duration of maintenance
- Description of maintenance

System & Communication Security. Provides ability to:

- Use strong cryptography and security protocols to protect sensitive data transmitted across public and private networks
- Configure protocols to use secure configurations and disable insecure versions and options
- Configure encryption strength to ensure alignment with Contractor recommendations and industry recognized secure practices
- Encrypt data at rest

3.1.7 Accessibility Requirements

Respondent deliverables shall adhere with Americans with Disabilities Act (ADA) in accordance with federal, state and local disability rights legislation in accordance with WCAG 2.1 and 508 Accessibility Standards.

3.2 Proposal Section 2 – Qualifications, Background and References Instructions

Summarize the qualifications of the Proposer's project team and provide references. Where the project team includes sub-contractors or sub-consultants, qualifications of the proposed sub-contractors or sub-consultants shall also be provided.

3.2.1 **Background (Qualifications)** - Complete the Compliance Information Sheet within the forms packet Attachment 2.

3.2.2 **Experience**

Describe your company's experience with the services specified herein.

- a. Describe strategic advantages your organization brings to the partnership with FLVS.
- b. Provide a list of other educational clients for which you have provide copyediting and proofreading services; specifically for K-12 Science courses you may have provided.
- c. Provide summative information for any projects of similar size and scope that help demonstrate your experience for copyediting and proofreading services.

3.2.3 **References**

- a. Provide **three (3) written letters of reference** from the last thirty-six (36) months. Letters of reference should be on company letterhead from the referee and include signature and contact information.
- b. Proposers are required to sign the Authorization for (Appendix G) to contact and check previous performance on projects.

FLVS reserves the right to contact all references and to obtain, without limitation, information on the proposer's performance on the listed work efforts.

3.2.4 **Case Studies and Samples of Work** - Proven Success of Prior Experience

Proposer shall include a minimum of three (3) Case Studies demonstrating prior experience and proven success delivering similar services to other clients. Prior experience in educational sector is highly desirable (preferably within K-12 and/ or digital education experience preferred.) Case studies shall define accomplishments from the past three years and be relevant to the scope of services.

- a. Describe the client requirements, challenge, budget, goals, and objectives.
- b. Strategies developed to achieve goals and objectives.
- c. Explain in detail what the outcome was and what value your services realized for the client against chosen metrics.

4. INSTRUCTIONS TO PROPOSER

- 4.1 To ensure proper and fair evaluation, FLVS has established a **Cone of Silence** applicable to all Competitive Solicitations. The Cone of Silence is designed to protect the integrity of the procurement process by shielding it from undue influences. The Cone of Silence will be imposed upon all Competitive Solicitations (including the RFP) beginning with the advertisement for the same and ending with the approval for award.

Upon the issuance of this RFP, all contact with FLVS must be made through the procurement representative named on the first page. The Proposer must limit communication with the designated contact to the means specified in this document. Other employees and representatives of FLVS and the participating agencies are instructed not to answer questions regarding the RFP or otherwise discuss the contents of the RFP with the Proposer or its representatives. Any contacts made with other employees and representatives of FLVS will be reported and forwarded to Procurement. Proposer shall not, under the penalty of law, offer any gratuities, favors or anything of monetary value to any officer or employee of FLVS in connection with this competitive procurement.

- 4.2 Proposer to this Response or persons acting on their behalf are specifically instructed not to contact Board of Trustees, members, staff, or Committee Members during the course of the Response and Selection process. All procedural matters shall be directed to Procurement. Evaluation Committee members or other School employees shall not be contacted or approached by representatives of any potential Proposer to this RFP. Contact or communication initiated by any responding firm may result in rejection of the Response.

- 4.3 **Public Records.** Upon award recommendation or thirty (30) days after opening, whichever is earlier, any material submitted in response to this RFP will become a public record and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Public Records Law). Proposers must claim the applicable exemptions to disclosure provided by law, in their response to the RFP, by identifying materials to be protected and must state the reasons why such exclusion from public disclosure is necessary and legal. FLVS reserves the right to make any final determination of the applicability of the Public Records Law.

4.3.1 Redacted Submissions

If Proposer considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, Proposer shall mark the document as "Confidential" and simultaneously provide a separate redacted copy of its response and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the solicitation name, number, and the Proposer's name on the cover, and shall be clearly titled "Redacted Copy." The Redacted Copy should only redact those portions of material that the Proposer claims is confidential, proprietary, trade secret or otherwise not subject to disclosure.

In the event of a request for public records pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, to which documents that are marked as confidential are responsive, FLVS shall provide the Redacted Copy to the requestor. If a requestor asserts a right to the Confidential Information, the Department shall notify the Proposer such an assertion has been made. It is the Proposer's responsibility to assert that the information in question is exempt from disclosure under Chapter 119, Florida Statutes, or other applicable law. If FLVS becomes subject to a demand for discovery or disclosure of the Confidential Information of the Proposer in a legal proceeding, FLVS shall give the Proposer prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law). The Proposer shall be responsible for defending its determination that the redacted portions of its response are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

By submitting a bid, the Proposer agrees to protect, defend, and indemnify FLVS for any and all claims arising from or relating to the Proposer's determination that the redacted portions of its reply are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If Proposer fails to submit a redacted copy of information it claims is confidential, FLVS is authorized to produce the entire documents, data, or records submitted in answer to a public records request for these records.

- 4.4 **Posting of Public Notices.** All public notices will be posted for review by interested parties on <https://flvs.bonfirehub.com> and <https://www.flvs.net/about/procurement>. Notices will remain posted for a period of 72 hours. Failure to file a Notice of Intent to Protest within the time prescribed in Section 120.57(3) b, Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
- 4.5 **Bid Protests.** Any person who believes they are adversely affected by any specification in this Bid or RFP or any decision or intended decision concerning this Bid or RFP and who wishes to protest such specification, decision, or intended decision shall file a Notice of Intent to Protest in accordance with Section 120.57(3), Florida Statutes. Notice must be sent to procurement@flvs.net. Following Notice, a formal written protest must be accompanied by a bond payable to FLVS in an amount equal to one percent (1%) of the total value of the proposed contract. Security shall be in the form of a bond, a cashier's check, or money order. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security within the time frame set forth in Section 287.042(2)(c), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
- 4.6 **Written Clarifications.** Any Proposer in doubt as to the true meaning of any part of this RFP or related documents may submit a written request for clarification through Bonfire no later than the date and time specified on the cover sheet. Any interpretation to a Proposer shall be made only by amendment duly issued. All Amendments will be posted and disseminated on the following websites:
- Bonfire (<https://flvs.bonfirehub.com/opportunities>)
 - Florida Virtual School Procurement Opportunities (<https://www.flvs.net/about/procurement>)

4.6.1 Prior to submitting the response, it shall be the sole responsibility of each Proposer to determine if addenda were issued and, if so, to download such addenda from Bonfire or FLVS.net for attachment to the response (**Appendix E**).

NOTE: If you download a copy of this response from Bonfire you will be notified by Bonfire (via email) of postings during the life of this solicitation. **You will not be notified if you downloaded a copy of this response from FLVS.net.**

4.6.2 All questions must be submitted in writing and submitted through Bonfire.

4.7 Any corrections or amendments will be posted as addenda issued no later than five (5) days prior to the response due date. Proposers should not rely on any statements other than those made in this RFP or written response to questions and/or addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

4.8 All responses must be prepared and submitted in accordance with the instructions provided in this RFP. Each response received will be reviewed to determine if the response is responsive to the submission requirements outlined in the RFP. A responsive response is one that follows the requirements of the RFP, includes all documentation, supporting exhibits, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem your response non-responsive.

4.9 FLVS will receive sealed electronic responses until the date and time indicated on the cover page. Responses must be submitted electronically to the electronic drop box on <https://flvs.bonfirehub.com/opportunities> as described on the cover page. No late submissions will be accepted. It will be the Proposer's responsibility to submit the electronic response to the drop box on time. Respondent shall contact Bonfire for technical support if they experience difficulty uploading their submission at Support@GoBonfire.com. Note that the official clock, for the purpose of receiving responses, is the Bonfire system timestamp.

4.10 **Purchase Order.** The award of the response shall not constitute an order. Before services rendered, Proposer must receive a purchase order from FLVS.

4.11 **Conflict of Interest**

4.11.1 No contract for goods or services shall be made with any business organization other than governmental agencies in which any of the following apply:

- a. The CEO/President or a member of the Board of Trustees has any financial interest whatsoever
- b. A spouse or child of the CEO/President or a member of the Board of Trustees has an employment relationship, or a material interest as defined by Section 112.312(15), Florida Statutes
- c. An employee of the FLVS has a material interest as defined by Section 112.312.(15), Florida Statute, unless the contract is based upon a competitive bid and the employee has not, directly, or indirectly, participated in the development of bid specifications or in the recommendation for purchase or award

4.11.2 No employee or official of the Board of Trustees shall use bid prices or school prices or receive any other preferential treatment in the making of personal purchases. Neither shall any employee or official make purchases for personal use through the school or FLVS. Nothing contained herein shall be deemed to prohibit an employee from participating in activity or purchasing program that is publicly offered to all employees of FLVS.

4.11.3 Any violation of any provision of this subsection by an employee of FLVS shall be grounds for disciplinary action that could include dismissal.

4.11.4 No employee shall be the approver or initiator of purchases from any business organization in which a family member is the point of contact, the person performing the work, or works for the business organization. In this situation, the employee is required to recuse themselves from participating directly or indirectly in the procurement process.

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5. SCOPE OF WORK

Scope of Services: Florida Virtual School (FLVS) is soliciting proposals from providers to copyedit and proofread course content and materials for the Middle School Science suite including three (3) courses; Middle School (M/J) Physical Science, Middle School (M/J) Life Science, and Middle School (M/J) Earth Space Science. Proposers may submit for one or both Lots of work:

- Lot 1 Copyediting
- Lot 2 Proofreading

General Description of Services and Assumptions for Lot 1 - Copyediting and Lot 2 - Proofreading

Copyediting and proofreading efforts shall include course content onscreen assets, assessments, video scripts, course documents, guided notes, ancillary module documents, and other similar content used within the specified courses.

- FLVS will provide all required documentation described in the Project Timeline and Milestones below.
- FLVS shall provide access to the onscreen version of the course along with corresponding spreadsheets for posting comments.
- Proposer shall provide the appropriate number of qualified resources to copyedit and proofread content as specified to satisfy all stated requirements by the started completion date specified herein.
- Contractor shall assign a single point of contact coordinating all proofreading efforts while being responsible for quality of performance and adherence with required timelines for the duration of the project.
- The copyeditor is responsible for providing a comprehensive review of assessment items, course documents, ancillaries documents, and video scripts prior to development to provide copyediting services. As well as detecting errors and providing suggestions for the MJ Science courses based on the approved FLVS Style Guide, using track changes.
- The proofreader is responsible for providing a comprehensive review of assessment items, and lesson content on screen to detect proofreading errors in the MJ Science Courses (MJ Physical, MJ Life and MJ Earth) based on the approved FLVS Style Guide, using proof shell access and providing comments via an FLVS provided template. FLVS will provide all required documentation and access to course content described in the Project Timeline and Milestones below.
- Assigned resources shall be available during standard hours of operation (8:00 am – 5:00 pm EST).
- Contractor assigns experienced, qualified resources who possess an understanding of subject content to perform the assigned work.
- Contractor assigned resources shall remain assigned for the duration of the Statement of Work for the purpose of consistency.
- Should an assigned resource terminate its relationship with the awarded Contractor or fail to perform, an appropriate replacement shall be assigned within five (5) business days. FLVS reserves the right to request a replacement if a resource fails to perform in accordance with the specified standards and timelines.
- **All Quantities are estimated and are subject to change based on the completion of writing for the course(s).**
- Final delivery date must be met. Proposals shall include the staffing plan demonstrating the appropriate staffing, resources, and project plan to meet the final due date, August 12, 2024.

- The Contractor is responsible for providing an appropriate work environment, including high speed internet connectivity to appointed staff for the duration of this project. Reimbursement for travel is not contemplated for this RFP. However, in the rare event that FLVS directly requests and agrees to reimburse any travel related costs, they must be authorized and pre-approved by FLVS in writing and will be reimbursed in accordance with applicable Florida Statute and FLVS Policy.
- Awarded contractor is responsible for the quality assurance process to ensure delivered assets are without defects.
- Quality Expectation. It is the expectation that completed efforts by the Contractor will be of high quality on the first review, such that only one round of FLVS curriculum specialist’s review moves the file to approval and completion. However, if the contractor submits assets that still do not meet the requirements as indicated by the feedback provided, the contractor will continue with the editing process until the items are approved and accepted by FLVS at no cost to FLVS.
- Warranty of Deliverables. In the event defects of deliverables are identified within 12 months from the date of acceptance, Contractor shall execute corrections within 7 business from notification at no additional cost. If more than two errors in the Contractor assigned modules, at the discretion of FLVS Contractor shall rework the deliverable at no additional cost.

Project Milestones and Deliverable Due Dates

The project timeline is outlined below. Proposer shall demonstrate their ability to meet the schedule as provided.

Batch	Copyedit/Proofreading MJ Physical Milestone/Deliverable	Send to CE/PR by EOD	Due back from CE/PR by EOD
Kick-off		Within 5 business days of contract execution	
Middle School Physical Science			
MJP Batch 1	MJ Physical – Module 1 (PT, Quiz, Exam, RR, TP) - Copyediting	1/17/2024	1/22/2024
MJP Batch 2	MJ Physical– Batch 1 Video Scripts (# of Scripts) - Copyediting	1/17/2024	1/22/2024
MJP Batch 3	MJ Physical – Module 2 (PT, Quiz, Exam, RR, TP) - Copyediting	1/23/2024	1/26/2024
MJP Batch 4	MJ Physical– Module 1 Lesson and All GB Assessments (PT, Quiz, ME) - Proofreading	2/6/2024	2/9/2024
MJP Batch 5	MJ Physical– Module 2 Lesson and All GB Assessments (PT, Quiz, ME) - Proofreading	2/21/2024	2/26/2024
MJP Batch 6	MJ Physical – Module 3 (PT, Quiz, Exam, RR, TP) - Copyediting	3/6/2024	3/13/2024
MJP Batch 7	MJ Physical– Module 3 Lesson and All GB Assessments (PT, Quiz, ME) - Proofreading	3/27/2024	4/1/2024
MJP Batch 8	MJ Physical – Module 4 (PT, Quiz, Exam, RR, TP) - Copyediting	3/29/2024	4/3/2024
MJP Batch 9	MJ Physical - Module 1-3 Guided Notes - Copyediting	4/3/2024	4/8/2024
MJP Batch 10	MJ Physical– Module 4 Lesson and All GB Assessments (PT, Quiz, ME) - Proofreading	4/19/2024	4/24/2024
MJP Batch 11	MJ Physical – Module 5 (Pre Test, Quizzes, Exam, Worksheets) - Copyediting	5/2/2024	5/7/2024
MJP Batch 12	MJ Physical– Module 5 Lesson and All GB Assessments (PT, Quiz, ME) - Proofreading	5/15/2024	5/20/2024
MJP Batch 13	MJ Physical – Module 6 (Pre Test, Quizzes, Exam, Worksheets) - Copyediting	5/21/2024	5/24/2024
MJP Batch 14	MJ Physical - Module 4-6 Guided Notes - Copyediting	5/30/2024	6/4/2024
MJP Batch 15	MJ Physical- Ancillaries Documents - Copyediting (# of Ancillaries) - See list below	6/3/2024	6/11/2024

MJP Batch 16	MJ Physical– Module 6 Lesson and All GB Assessments (PT, Quiz, ME) - Proofreading	6/10/2024	6/13/2024
MJP Batch 17	MJ Physical- Ancillary Module - Proofreading - See list below	6/11/2024	6/14/2024
MJP Batch 18	MJ Physical– Course Documents – Copyediting (# of Course Documents) - See list below	6/25/2024	7/1/2024
Middle School Life Scienc			
MJL Batch 1	MJ Life– Batch 1 Video Scripts (# Scripts) - Copyediting	1/22/2024	1/22/2024
MJL Batch 2	MJ Life – Module 1 (PT, Quiz, Exam, Worksheets) - Copyediting	1/22/2024	1/22/2024
MJL Batch 3	MJ Life – Module 2 (Pre Test, Quizzes, Exam, Worksheets) - Copyediting	1/29/2024	2/1/2024
MJL Batch 4	MJ Life– Module 1 Lesson and All Assessments (PT, Quiz, Exam, worksheets) - Proofreading	2/9/2024	2/14/2024
MJL Batch 5	MJ Life– Batch 2 Video Scripts (# of Scripts) - Copyediting	2/22/2024	2/27/2024
MJL Batch 7	MJ Life – Module 3 (Pre Test, Quizzes, Exam, Worksheets) - Copyediting	2/27/2024	3/1/2024
MJL Batch 6	MJ Life– Module 2 Lesson and All Assessments (PT, Quiz, Exam, worksheets) - Proofreading	2/27/2024	3/1/2024
MJL Batch 8	MJ Life– Module 3 Lesson and All Assessments (PT, Quiz, Exa, Worksheets) - Proofreading	3/19/2024	3/22/2024
MJL Batch 9	MJ Life – Module 4 (Pre Test, Quizzes, Exam, Worksheets) - Copyediting	3/21/2024	3/26/2024
MJL Batch 10	MJ Life - Copyedit Module 1-3 Guided Notes	3/22/2024	3/27/2024
MJL Batch 11	MJ Life– Module 4 Lesson and All Assessments (PT, Quiz, Exam, Worksheets) - Proofreading	4/12/2024	4/17/2024
MJL Batch 12	MJ Life – Module 5 (Pre Test, Quizzes, Exam, Worksheets) - Copyediting	4/19/2024	4/23/2024
MJL Batch 13	MJ Life– Module 5 Lesson and All Assessments (PT, Quiz, Exam, Worksheets) - Proofreading	5/13/2024	5/16/2024
MJL Batch 14	MJ Life- Ancillaries Documents - Copyediting (# of Ancillaries) - See list below	5/20/2024	5/23/2024
MJL Batch 15	MJ Life – Module 6 (Pre Test, Quizzes, Exam, Worksheets) - Copyediting	5/21/2024	5/24/2024
MJL Batch 16	MJ Life - Copyedit Module 4-6 Guided Notes	5/28/2024	4/2/2024
MJL Batch 17	MJ Life– Module 6 Lesson and All Assessments (PT, Quiz, Exam, Worksheets) - Proofreading	6/11/2024	6/14/2024
MJL Batch 18	MJ Life- Ancillary Module - Proofreading - See list below	6/24/2024	6/27/2024
MJL Batch 19	MJ Life– Course Documents – Copyediting (# of Course Documents) - See list below	6/27/2024	7/2/2024
Middle School Earth and Space Science			
MJE Batch 1	MJ Earth– Batch 1 Video Scripts (# Scripts) - Copyediting	1/22/2024	1/22/2024
MJE Batch 2	MJ Earth – Module 1 (PT, Quiz, Exam, RR, TP) - Copyediting	1/22/2024	1/22/2024
MJE Batch 3	MJ Earth– Batch 2 Video Scripts (# of Scripts) - Copyediting	1/19/2024	1/22/2024
MJE Batch 4	MJ Earth – Module 2 (PT, Quiz, Exam, RR, TP) - Copyediting	2/5/2024	2/8/2024
MJE Batch 5	MJ Earth– Module 1 Lesson and All GB Assessments (PT, Quiz, ME) - Proofreading	2/5/2024	2/8/2024
MJE Batch 6	MJ Earth– Batch 3 Video Scripts (# of scripts) - Copyediting	2/13/2024	2/16/2024
MJE Batch 7	MJ Earth– Module 2 Lesson and All GB Assessments (PT, Quiz, ME) - Proofreading	3/4/2024	3/7/2024
MJE Batch 8	MJ Earth – Module 3 (PT, Quiz, Exam, RR, TP) - Copyediting	3/12/2024	3/15/2024
MJE Batch 9	MJ Earth– Module 3 Lesson and All GB Assessments (PT, Quiz, ME) - Proofreading	4/12/2024	4/17/2024
MJE Batch 10	MJ Earth – Module 4 (PT, Quiz, Exam, RR, TP) - Copyediting	4/24/2024	4/29/2024
MJE Batch 11	MJ Earth - Module 1-3 Guided Notes - Copyediting	4/26/2024	5/1/2024
MJE Batch 12	MJ Earth – Module 5 (Pre Test, Quizzes, Exam, Worksheets) - Copyediting	5/8/2024	5/13/2024
MJE Batch 13	MJ Earth– Module 4 Lesson and All GB Assessments (PT, Quiz, ME) - Proofreading	5/8/2024	5/13/2024

MJE Batch 14	MJ Earth– Module 5 Lesson and All GB Assessments (PT, Quiz, ME) - Proofreading	5/28/2024	5/31/2024
MJE Batch 15	MJ Earth- Ancillaries Documents - Copyediting (# of Ancillaries) - See list below	5/30/2024	6/4/2024
MJE Batch 16	MJ Earth – Module 6 (Pre Test, Quizzes, Exam, Worksheets) - Copyediting	6/5/2024	6/10/2024
MJE Batch 17	MJ Earth - Module 4-6 Guided Notes - Copyediting	6/12/2024	6/17/2024
MJE Batch 18	MJ Earth– Module 6 Lesson and All GB Assessments (PT, Quiz, ME) - Proofreading	6/25/2024	6/28/2024
MJE Batch 19	MJ Earth- Ancillary Module - Proofreading - See list below	7/15/2024	7/18/2024
MJE Batch 20	MJ Earth– Course Documents – Copyediting (# of Course Documents) - See list below	7/17/2024	7/22/2024
Final FLVS Review and Approval		8/12/2024	

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5.1 Lot 1 - Copyediting Services

Review provided course content/materials and provide recommendations for improvement and clarity by refining provided language. Content documents shall include but may not be limited to lesson content, assessments, media, interactives, visual scripts, materials pages, syllabi, course descriptions, and ancillary documents. Copyeditor will be tagged in documents in Box, and Copyeditor will use track changes to provide services. All quantities are estimated and could be higher or lower upon final award.

Copyediting Deliverables	
Description	Quantity
Assessment Items Copyediting	4,454 Items
Guided Notes Copyediting	18 Guided Notes Documents (3-4 pages per document delivered in word.doc)
Video Scripts	11 Video Scripts (5-6 pages per document delivered in word.doc)
Alternative Lab Guide	3 Alternative Lab Guide (40-50 pages per document delivered in word.doc)
Course Documents Copyediting:	
Module Keys	• 18 Module Keys (10-12 pages per document delivered in word.doc)
Collaboration Guide	• 3 Collaboration Guide (10-12 pages per document delivered in word.doc)
e-Teacher Guide	• 3 e-Teacher Guide (10-12 pages per document delivered in word.doc)
Accessibility Guide	• 3 Accessibility Guide1 (15-17 pages per document delivered in word.doc)
Exemption Guide	3 Exemption Guide (8-9 per document pages delivered in word.doc)
Ancillaries Documents Copyediting:	
Course Description	• 3 Course Description (1-2 pages per document delivered in word.doc)
Course Release Notice	• 3 Course Release Notice (1-2 pages per document delivered in word.doc)
Turn it in List	• 3 Turn it in List (1-2 pages per document delivered in word.doc)

Copyediting Deliverables (by Course)								
Course	Module Count	Assessment Item Count	Ancillary Documents	Guided Notes	Exmpt. Guide	Alt. Lab Guide	Video Scripts	Course Documents
Middle School (M/J) Physical Science	6	1,624	3	6	1	1	2	9
Middle School (M/J) Life Science	6	1,360	3	6	1	1	4	9
Middle School (M/J) Earth Space Science	6	1,470	3	6	1	1	5	9
Totals	18	4,465	9	18	3	3	11	27

Copyeditors shall use the Microsoft Word change tracker to correct errors, improve or clarify content to conform with the FLVS Style Guide (Attachment 3). This may include but is not limited to:

- Errors (Grammatical, Punctuation, Spelling)
- Sentence Structure
- Language
- Tense
- Consistency
- Tone
- Style
- Missing Cross References

Pricing for the requested Copyedit services shall be based upon the information below (Section 6A):

- Assessment Items copyedit prices (per item) based on average assessment items per unit
 - Copyediting is conducted prior to development within the document containing assessment items provided by FLVS.
 - Errors and Suggestions are documented by Contractor using track changes.
 - Documents with assessment items are submitted to FLVS via email within three (3) business days after notification that assessments items are ready for copyedit.
- Guided Notes copyedit prices (per document)
 - Copyediting is conducted prior to development within the document provided by FLVS.
 - Errors and suggestions are documented by Contractor using track changes.
 - Document is submitted to FLVS via email within three (3) business days after notice that document is ready for copyedit.
- Ancillaries Documents copyedit prices (per document)
 - Copyediting is conducted prior to development within the document provided by FLVS.
 - Errors and suggestions are documented by Contractor using track changes.
 - Document is submitted to FLVS via email within three (3) business days after notice that document is ready for copyedit.
- Alternative Lab Guide copyedit prices (per document)
 - Copyediting is conducted prior to development within the document provided by FLVS.
 - Errors and suggestions are documented by Contractor using track changes.
 - Document is submitted to FLVS via email within three (3) business days after notice that document is ready for copyedit.
- Exemption Guide copyedit prices (per document)
 - Copyediting is conducted prior to development within the document provided by FLVS.
 - Errors and suggestions are documented by Contractor using track changes.
 - Document is submitted to FLVS via email within three (3) business days after notice that document is ready for copyedit.
- Video Scripts copyedit prices (per script).
 - Copyediting is conducted prior to development within the script provided by FLVS.
 - Errors and suggestions are documented by Contractor using track changes.
 - Script is submitted to FLVS via email within three (3) business days after notice that script is ready for copyedit.
- Course Documents copyedit prices (per document)
 - Copyediting is conducted prior to development within the document provided by FLVS.
 - Errors and suggestions are documented by Contractor using track changes.
 - Document is submitted to FLVS via email within three (3) business days after notice that document is ready for copyedit.

Copyediting High-level Workflow (see milestone delivery dates above for details)

- FLVS will provide access to corresponding assessments, documents, and scripts.
- Contractor will provide copyedit service through track changes in the document under the guidance of FLVS Proofreading Style Guide.
- FLVS curriculum team reviews the copyedit track changes and provides feedback (if needed).
- Contractor will make edits and apply feedback to future copyedit reviews (as required by FLVS feedback).

Resource Requirements – Copyediting

Qualifications and Experience (Resource Resumes) - Respondent shall provide within proposals resumes presenting resources to support this requirement. Resource resumes should demonstrate proven copyediting experience of similar size and scope. Copyediting resources shall possess strong command of the written and spoken English Language. Contractor shall indicate below if they have the ability to staff resources with the listed preferred (not required) qualifications:

Preferred Copyediting Qualifications for Resources	Yes or No
Strong Command of the English Language	
Minimum of three (3) copyediting work experience	
Bachelor’s Degree in English, Science, Education (teaching certificate), Communication, Publishing, Media, or other similar applicable background	
Prior experience copyediting K-12 educational content	

Copyediting Exercise for Resource Skills Assessment (Copyeditors) – Proposer shall include within their proposal Exercise 1 – Copyediting Skills Assessment (Attachment 1) to be completed by the proposed resource(s) by identifying and marking up the sample content passage with the recommended copyediting revisions.

Respondent Questionnaire: Proposers must provide **complete, detailed** response to each question listed below. Additional space may be used as needed.

RESPONDENT QUESTIONNAIRE - Copyediting	
Number	Description
1	Staffing Plan. What is your staffing plan to meet or exceed the copyediting requirements of this RFP? Provide a description, including a listing of all sub-contractors. The submission shall incorporate the following: a. Project organization chart or similar showing FLVS and Proposer staff, role descriptions, and a description of the correlation between FLVS and Proposer roles. b. Biographies of agency leadership and key personnel including but not limited to the account manager, media buyer and others as applicable. c. Resource Risk Mitigation: FLVS requires mitigation plans for resources on the project in the event a resource leaves the firm prior to completion of contract. Response:
2	What is your standard methodology for copyediting course content. Include best practices, workflow management, and quality assurance as it applies to on-time delivery of acceptable assets. Provide a detailed response to each of the above. Response:

3	Does Proposer have adequate, qualified staff to satisfy the stated copyediting requirements and deliverables due date(s)? Describe the available pool of resources and your ability to staff the project to ensure timely delivery by the due date. Include resumes or CVs of the resources to be assigned demonstrating their qualifications, experience, and ability to perform the work as described.
	Response:
4	Do you have any assumptions pertaining to this work? If yes, list them.
	Response:
5	FLVS has provided a detailed project schedule and the project workflow including deliverable due dates and the required project completion date for the deliverables herein. Explain how you will meet the final delivery date on time. How will your services align with the provided FLVS workflow? Do you have any exceptions or deviations that apply?
	Response:

Copyediting Minimum Requirements/Specifications - A response of “Yes” guarantees respondent shall meet or exceed the specified requirement which is included in the proposed pricing (Section 6). For each “No” response, proposers shall provide written details as an Exception and/or Alternative as described below.

The proposed solution includes the following:

Item #	Copyediting Requirements	<i>Meets or Exceeds Requirement “Yes” or “No”</i>
1	Proposer resource(s) reads and copyedits the assigned documents refining the language and making suggestions to improve clarity and quality of the language.	
2	Proposer resource(s) copyedits documents including modules, lesson content, assessments, media, interactive as well as audio and visual scripts, materials pages, syllabi, course descriptions and other similar content as described throughout the RFP.	
3	Proposer resource(s) shall provide copyediting in accordance with the FLVS Style Guide (Attachment 3).	
4	Proposer’s copyeditors shall deliver completed batches of content such as lessons (i.e. groups of 3-4 lessons), or equivalent within the specified timelines of the Statement of Work (see project milestones provided above for schedule of delivery dates).	
5	Proposer has adequate qualified resources available with ability to copyedit the described work within the timelines specified herein.	
6	Proposer copyediting resources possess strong command of written and spoken English Language.	

7	Proposer has resources with subject matter knowledge/experience of copyediting K-12 educational content.	
8	Proposed copyediting services include quality assurance efforts to ensure delivered content properly conforms with the provided FLVS Style Guide.	
9	<p>Proposer copyeditors will use Microsoft Word's Track Changes feature to correct errors, make clarifications and/or improvements to content in accordance with the FLVS Style Guide (Attachment 3) including but not limited to the following list of common issues:</p> <ol style="list-style-type: none"> 1. Errors (Grammatical, Punctuation, Spelling) 2. Sentence Structure 3. Language 4. Tense 5. Consistency 6. Tone 7. Style 8. Missing Cross References 	<p style="text-align: center;"><i>"Yes" or "No"</i></p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____
10	<p>Respondent agrees Copyediting Items/documents include (per course):</p> <ol style="list-style-type: none"> 1. Assessment Items 2. Guided Notes 3. Video Scripts 4. Alternative Lab Guide 5. Exemption Guide 6. Course Documents including: <ol style="list-style-type: none"> a. Module Keys b. Collaboration Guide c. e-Teacher Guide d. Accessibility 7. Ancillary Documents including <ol style="list-style-type: none"> a. Course Descriptions b. Course Release Notice c. Turn it in List 	<p style="text-align: center;"><i>"Yes" or "No"</i></p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ a. _____ b. _____ c. _____ d. _____ 7. _____ a. _____ b. _____ c. _____

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5.2 LOT 2 - Proofreading

The review of previously copyedited course content and materials to ensure that no spelling, punctuation or grammatical errors are found within the content. Proofreading shall be conducted on-screen using proof shell access and provide comments on the FLVS provided template. All quantities are estimated and could be higher or lower upon final award. The FLVS Style Guide (Attachment 3) shall define acceptable proofreading standards.

Proofreading Deliverables	
Description	Quantity
Middle School (M/J) Physical Science	6 Modules (55 Lessons, 6-8 pages per lesson)
Middle School (M/J) Life Science	6 Modules (54 Lessons, 6-8 pages per lesson)
Middle School (M/J) Earth Space Science	6 Modules (54 Lessons, 6-8 pages per lesson)
Assessments	Onscreen proofreading 4454 Items
Ancillary Documents	Onscreen proofreading – 3 Units (1 Unit per each course) Each Unit (Course) includes: 1 Getting Started Modules (7 lessons; 3-4 pages per lesson) 1 Collaboration Module (3 lessons; 1-2 pages per lesson) Toolbar Items including: <ul style="list-style-type: none"> • Glossary (12 pages) • Resources (6-10 pages) • Index Pages (1-2 pages) Welcome Folder Module including: <ul style="list-style-type: none"> • State Standards by Module (2 Pages) • State Standards by Lesson (6-8 pages) • National Standards by Module (2 pages) • National Standards by Lesson (6-8 pages) • Syllabus (1-2 pages) • Pace Charts (6-8 pages) • Material List (1 page) • Course Information (1-2 pages)

Proofreading Deliverables (by Course)				
Course	Module Count	Lesson Count	Assessment Item Count	Ancillary Documents
Middle School (M/J) Physical Science	6	55	1624	1
Middle School (M/J) Life Science	6	54	1360	1
Middle School (M/J) Earth Space Science	6	54	1470	1
Totals	18	163	4454	3

Notes:

- The estimated average number of pages per lesson is 6-8

Pricing for the requested Proofreading services shall be based upon the information below (Section 6B):

- Lesson proofreading prices (per Module, including all lesson components – lesson pages, text versions, pop-up content, toolbar items, linked documents (.pdf's), vocabulary words, alternative text, interactives, rubrics, etc.) based on an average length of each lesson listed in the table above. Guided notes for each module will be sent out separately.
 - Proofreading is conducted within the FLVS Learning Management System (LMS) - reviewing content on-screen (web pages).
 - Proofreading errors are documented by contractor on the review comments spreadsheet, using the required format and location specifications.
 - Review comments spreadsheets are submitted to FLVS via email within three (3) business days after notice that Module lessons are ready for proofreading.
 - Contractor-assigned resources for proofreading with understanding of subject content

- Assessment proofreading prices (per item) based on average assessment items per Module
 - Proofing is conducted within the FLVS LMS, reviewing on-screen assessments (web pages).
 - Errors are documented by vendor in the review comments spreadsheet, using the required format and location specification.
 - Review comments spreadsheet is submitted to FLVS via email within three (3) business days after notice that segment's assessments are ready for proofreading.

- Ancillary Unit proofreading prices (per unit/course).
 - Getting Started Module
 - Collaboration Module
 - Toolbar Items
 - Glossary
 - Resources
 - Index Page
 - Welcome Folder
 - State Standards by Module
 - State Standards by Lesson
 - National Standards by Module
 - National Standards by Lesson
 - Syllabus
 - Pace Charts
 - Material List
 - Course Information
 - Guided Notes

Proofreading High-level Workflow (see milestone delivery dates below for more details)

- FLVS will provide access to corresponding course lessons, assessment items, and ancillary items (Course Information, Assignment pages, etc.)
- FLVS will provide Contractor access to corresponding course lessons at least three (3) business days prior to the due date, and assessments at least three (3) business days prior to the due date.
- Vendor will record proofreading errors on the Proofreading Spreadsheet (provided by FLVS)
- FLVS curriculum team reviews the proofreading comments and provides feedback (if needed)
- Respondent shall apply feedback to future proofreading reviews.

Resource Requirements – Proofreading

Qualifications and Experience - Resource Resumes. Proposer shall provide copies of resumes for the proposed resources that shall complete the work if awarded. Resumes shall demonstrate the prior level of experience and qualifications for each of the proposed resources. Proofreading resources shall possess strong command of the written and spoken English Language. Contractor shall indicate below if they have the ability to staff resources with the listed preferred (not required) qualifications:

Preferred Qualifications for Proofreading Resource(s)	Yes or No
Strong command of the English Language	
Minimum of three (3) proofreading work experience	
Bachelor’s Degree in English, Science, Education (teaching certificate), Communication, Publishing, Media, or other similar applicable background	
Prior experience proofreading K-12 educational content	

Proofreading Exercise for Resource Skills Assessment (Proofreaders) – Proposer shall include within their proposal Exercise 2 – Proofreading Skills Assessment to be completed by the proposed resource by identifying errors found within the sample document and logging the errors in the tracking sheet provided.

Proofreading Respondent Questionnaire: Proposers must provide **complete, detailed** response to each question listed below. Additional space may be used as needed.

RESPONDENT QUESTIONNAIRE - Proofreading	
Number	Description
1	Staffing Plan. What is your staffing plan to meet or exceed the proofreading requirements of this RFP? Provide a description, including a listing of all sub-contractors, if applicable, and list the roles and responsibilities of the planned resources. The submission shall incorporate the following: a. Project organization chart or similar showing FLVS and Proposer staff, role descriptions, and a description of the correlation between FLVS and Proposer roles.

	<p>b. Biographies of agency leadership and key personnel including but not limited to the account manager, media buyer and others as applicable.</p> <p>c. Resource Risk Mitigation: FLVS requires mitigation plans for resources on the project in the event a resource leaves the firm prior to completion of contract.</p>
	Response:
2	What is your standard methodology for proofreading course content. Include best practices, project management, quality assurance, and risk mitigation as it applies to on-time delivery of acceptable assets. Provide a detailed response to each of the above.
	Response:
3	Does Proposer have adequate, qualified staff to satisfy the stated proofreading requirements and deliverables due date(s)? Describe the available pool of resources and your ability to staff the project to ensure timely delivery by the due date. Include resumes or CVs of the resources to be assigned demonstrating their qualifications, experience, and ability to perform the work as described.
	Response:
4	Do you have any assumptions pertaining to the proofreading requirements of this RFP? If yes, list them.
	Response:
5	FLVS has provided a detailed project schedule and a high-level workflow including milestone due dates and the required project completion date for the deliverables herein. Explain how you will meet the final delivery date on time. How will your services align with the provided FLVS workflow? Do you have any exceptions or deviations that apply?
	Response:

Proofreading: Minimum Requirements/Specifications - A response of “Yes” guarantees respondent shall meet or exceed the specified requirement which is included in the proposed pricing (Section 6). For each “No” response, proposers shall provide written details as an Exception and/or Alternative as described below.

The proposed solution includes the following:

Item #	Proofreading Requirements	Meets or Exceeds Requirement “Yes” or “No”
1	Proposer proofreads the previously copyedited course materials after they are uploaded to the website to ensure that no spelling, punctuation, or grammatical errors were introduced in the final layout.	
2	Proposer notates the errors in a spreadsheet or bug tracking system as specified by the project manager.	
3	Proposer aligns Proofreading to FLVS Style Guide for	

4	Proposer has resources capable of proofreading Modules (groups of 5-10 lessons), or equivalent batches of content, that must be completed within three business days. Actual delivery schedule will be defined and agreed upon at the time of the statement of	
5	Proposer acknowledges that Lesson proofreading includes all module components – lessons pages, text versions, alternative	
6	Proposer acknowledges that Assessment proofreading efforts and pricing are based upon per assessment (or per item).	
7	Proposer resources possess strong command of written and spoken English Language.	
8	Proposer performs on screen proofreading of lessons, assessments, and ancillary documents.	
9	The proofreader is responsible for providing comprehensive review of assessments items and lesson content on screen to detect proofreading errors for the specified course(s) based on the approved FLVS Style Guide, using proof shell access and providing comments via an FLVS provided template. FLVS will provide all required documentation and access to course content described in the Project Timeline and Milestones.	
10	Proposer provides Proofreading Resources for K-12 Educational Content.	
11	Proposer agrees to proofread additional types of similar items at the request of FLVS.	
12	Proposed proofreading services include quality assurance efforts to ensure delivered content properly conforms with the provided FLVS Style Guide.	
13	Proposer agrees Lesson proofreading is (per module, including all module components – lesson pages, text versions, pop-up content, linked documents (.pdf's), vocabulary words, alternative text, interactives, rubrics, etc.) based on an average length of each module listed in the SOW.	"Yes" or "No"
	Proofreading is conducted within the FLVS Learning Management System (LMS) -reviewing content on-screen (web pages).	
	Proofreading errors are documented by contractor on the review comments spreadsheet, using the required format and location specifications.	
	Review comments spreadsheets are submitted to FLVS via email within three business days after notice that module is ready for proofreading.	

14	Proposer agrees Assessment proofreading is per item based upon the provided estimates.	"Yes" or "No"
	Assessment proofreading is conducted within the FLVS LMS, reviewing on-screen assessments (web pages).	
	Assessment errors are documented by contractor in the review comments spreadsheet, using the required format and location specification.	
	Review comments spreadsheet is completed and submitted to FLVS via email within three business days after notice that segment's assessments are ready for proofreading.	
15	Ancillary Unit proofreading prices (per unit/course):	"Yes" or "No"
	1. Getting Started Module	1.
	2. Collaboration Module	2.
	3. Toolbar Items	3.
	a. Glossary	a.
	b. Resources	b.
	c. Index Page	c.
	4. Welcome Folder	4.
	a. State Standards by Module	a.
	b. State Standards by Lesson	b.
	c. National Standards by Module	c.
	d. National Standards by Lesson	d.
	e. Syllabus	e.
f. Pace Charts	f.	
g. Material List	g.	
h. Course Information	h.	
5. Guided Notes	7.	

Enclosures/Attachments:

- Attachment 1: Skills Assessment Exercise 1 – Copyediting
- Attachment 2: Skills Assessment Exercise 2 – Proofreading
- Attachment 3: Proofreading Spreadsheet
- Attachment 4: FLVS Proofreading Style Guide
- Attachment 5: On Screen Sample Lesson
- Attachment 6: Example Video Script

The following will be provided to the awarded Contractor:

- Review Comments Spreadsheet
- FLVS Proofreading Style Guide

5.3 Exceptions/Alternatives to the RFP: Proposers shall specify exceptions requested for consideration to any section of the Request for Proposal specified herein. FLVS at its sole discretion reserves the right to reject proposals with exceptions and / or alternatives to the requirements of this RFP and / or take the exceptions into consideration during the evaluation process as in its best interest.

Page #	Section # / Paragraph #	FLVS Original Language	Proposed Alternative/Revision for Consideration

5.4 Exceptions/Alternatives to FLVS Master Services Agreement Terms and Conditions: Proposers shall specify exceptions requested for consideration to the Sample Master Services Agreement provided (Appendix L of the Required Forms Packet). FLVS at its sole discretion reserves the right to reject proposals with exceptions and / or alternatives to the Master Services Agreement Terms and Conditions or take the exceptions into consideration during the evaluation process as in its best interest.

Page #	Section # / Paragraph #	FLVS Original Language	Proposed Alternative/Revision for Consideration

8. COST PROPOSAL FORMS

Provide a schedule of values for fees associated with the various services to be provided. Respondent costs shall include proposed strategies with proven success. Rates quoted shall be the not to exceed, all-inclusive of any related costs (i.e., project management, quality assurance, or other related costs). All respondents are required to complete this Section as shown for each Lot of work proposed. Pricing shall be inclusive of all Work Product and/or Services as defined within the Scope of Services. FLVS reserves the right to further negotiate the proposed fees.

6.1 Cost Proposal Copyediting and Proofreading

Lot 1 Copyediting				
Middle School Physical Science	Unit of Measure	Estimated Quantity	Unit Cost	Extended Cost
Assessment Items	Per Item	1,624	\$	\$
Ancillary Documents: -Course Description (1-2 pages each) -Course Release Notes (1-2 pages each) -Turn it in List (1-2 pages each)	Per Document	3	\$	\$
-Exemption Guide (8-9 pages)	Per Document	1		
Guided Notes (3-4 pages each)	Per Script	6	\$	\$
Video Scripts (5-6 pages each)	Per Script	2	\$	\$
Course Documents: -Module Keys (10-12 pages each) -Collaboration Guide (10-12 pages each) - e-Teacher Guide (10-12 pages each) - Accessibility Guide1 (15-17 pages each)	Per Document	9	\$	\$
-Alternative Lab Guide (40-50 pages)	Per Document	1	\$	\$
Not to Exceed Subtotal				\$

Lot 1 Copyediting (continued)				
Middle School Life Science	Unit of Measure	Estimated Quantity	Unit Cost	Extended Cost
Assessment Items	Per Item	1,360	\$	\$
Ancillary Documents: -Course Description (1-2 pages each) -Course Release Notes (1-2 pages each) -Turn it in List (1-2 pages each)	Per Document	3	\$	\$
-Exemption Guide (8-9 pages)	Per Document	1	\$	\$
Guided Notes (3-4 pages each)	Per Script	6	\$	\$
Video Scripts (5-6 pages each)	Per Script	4	\$	\$
Course Documents: -Module Keys (10-12 pages each) -Collaboration Guide (10-12 pages each) - e-Teacher Guide (10-12 pages each) - Accessibility Guide1 (15-17 pages each)	Per Document	9	\$	\$
-Alternative Lab Guide (40-50 pages)	Per Document	1		
Not to Exceed Subtotal				\$
Middle School Earth & Space Science	Unit of Measure	Estimated Quantity	Unit Cost	Extended Cost
Assessment Items	Per Item	1,470	\$	\$
Ancillary Documents: -Course Description (1-2 pages each) -Course Release Notes (1-2 pages each) -Turn it in List (1-2 pages each)	Per Document	3	\$	\$
-Exemption Guide (8-9 pages)	Per Document	1	\$	\$
Guided Notes (3-4 pages each)	Per Script	6	\$	\$
Video Scripts (5-6 pages each)	Per Script	5	\$	\$
Course Documents: -Module Keys (10-12 pages each) -Collaboration Guide (10-12 pages each) - e-Teacher Guide (10-12 pages each) - Accessibility Guide1 (15-17 pages each)	Per Document	9	\$	\$
-Alternative Lab Guide (40-50 pages)	Per Document	1	\$	\$
Not to Exceed Subtotal				\$
Lot 1 – Copyediting Total Fixed Cost				\$

Lot 2 - Proofreading				
Middle School Physical Science	Unit of Measure	Estimated Quantity	Unit Cost	Extended Cost
On Screen Proofreading (6 Modules)	Per Modules	6	\$	\$
Proofreading Assessment Items	Per Item	1,624	\$	\$
Ancillary Documents	Per Unit	1	\$	\$
Not to Exceed Subtotal				\$
Middle School Life Science	Unit of Measure	Estimated Quantity	Unit Cost	Extended Cost
On Screen Proofreading (6 Modules)	Per Modules	6	\$	\$
Proofreading Assessment Items	Per Item	1,360	\$	\$
Ancillary Documents	Per Unit	1	\$	\$
Not to Exceed Subtotal				\$
Middle School Earth & Space Science	Unit of Measure	Estimated Quantity	Unit Cost	Extended Cost
On Screen Proofreading (6 Modules)	Per Modules	6	\$	\$
Proofreading Assessment Items	Per Item	1,470	\$	\$
Ancillary Documents	Per Unit	1	\$	\$
Not to Exceed Subtotal				\$
Lot 2 – Proofreading Total Fixed Fee				\$

Total Cost for Lot 1 – Copyediting Services of Science Suite (3 Courses): \$ _____

Total Cost for Lot 2 – Proofreading Services of Science Suite (3 Courses): \$ _____

Total Cost for ALL Services: \$ _____

6.2 Cost Proposal Form Part B P-Card Acceptance

Respondent shall accept payment via P-Card (with no additional Fees)

Yes No
(Check one)

6.3 Alternative Pricing: May be provided in Addition to Fixed Price (not as a replacement to the above)

Detailed Description	Total
	\$

6.4 Additional Services (optional)

Respondents shall provide rates for additional related services not specified in the scope of services. For additional available services, provide a detailed description of service along with associated rates. FLVS shall at its discretion exercise the right to purchase any proposed additional services as needed. Additional services proposed shall not factor into the evaluation process. Respondent shall specific any additional services offered.

6.6 Cost Proposal General Notes:

- If any services, functions, or responsibilities not specifically described in this solicitation are necessary for the proper performance and provision of the Services, they shall be deemed to be implied by and included within the scope of the Services to the same extent and in the same manner as if specifically described in this solicitation.
- Unit price will be used to determine the correct extended price if calculation error is found.
- Extended price should be computed as Estimated Total Hours multiplied by the Proposed Unit Price
- All quantities are estimated and could be higher or lower at the discretion of FLVS in accordance with the Statement of Work. Estimated quantities provided for evaluation purposes and do not guarantee dollar value of award.
- FLVS reserves the right to make award(s) by individual item, group of items, all or none or a combination thereof; to reject any and/or all bids/proposals or to waive any minor irregularity or technicality. Responders are cautioned to make no assumptions unless their proposal has been evaluated as being responsive. Cash discounts for prompt payment shall not be considered in determining the lowest net cost for bid evaluation purposes.
- FLVS Travel Policy (for any authorized, pre-approved travel related expenses)
In compliance with 112.061, Florida Statutes, FLVS will reimburse contractors following the same policy that is set in place for all FLVS staff for ordinary, necessary, and reasonable expenses incurred in the course of business-related travel in compliance with Florida State Law, based upon the rates established in sections 112.061(3),(6),(7), Florida Statutes. Travel expenses must be supported by receipts when submitting a Contractor Travel and Expense Reimbursement Form. Florida Virtual School will only reimburse up to what is considered acceptable based on FLVS travel policy.

7. GENERAL TERMS AND CONDITIONS

Master Service Agreement (Appendix L in the Required Forms Packet) is the FLVS standard terms and conditions. By submitting a response to this RFP, Proposers acknowledge and agree that they have reviewed this agreement and have no objection to it. Further, if selected by FLVS, Respondents acknowledge and agree that they will execute this agreement, subject to FLVS' right to make revisions and modifications thereto prior to execution, where FLVS has determined, in its sole discretion that such revisions or modifications are in FLVS' best interest. This RFP and the related responses of the selected Proposer(s) will constitute the basis of the formal contract between the Proposer(s) and FLVS. No modification of this RFP, except by addendum issued by FLVS, shall be binding on FLVS.

7.1 FLVS may, at its sole and absolute discretion, reject any and all, or parts of any and all responses; re-advertise this RFP; postpone or cancel, at any time this RFP process; or waive any irregularities in this RFP, or in the responses received as a result of this RFP. FLVS also reserves the right to request clarification of information from any Proposer.

7.2 All expenses involved with the preparation and submission of responses to FLVS, or any work performed in connection therewith, shall be borne by the Proposer. No payment will be made for any responses received, any other effort required of or made, or expenses incurred by the Proposer.

7.3 It is understood and agreed between the parties hereto that FLVS shall be bound and obligated hereunder only to the extent that the funds shall have been appropriated and budgeted for the purpose of this RFP. In the event funds are not appropriated and budgeted in any fiscal year for payments due under this RFP, FLVS shall immediately notify awardee(s) of such occurrence and this RFP shall terminate on the last day of the fiscal year for which an appropriation(s) was (were) received without penalty or expense to FLVS of any kind whatsoever.

7.4 The awards made pursuant to this RFP are subject to the provisions of Chapter 112, Florida Statutes. All Proposers must disclose, with their response, the name of any officer, director, or agent who is also an employee of FLVS. Further, all Proposers must disclose the name of any FLVS employee who owns directly, or indirectly, an interest of five percent (5%) or more in the Proposer or any of its branches/subsidiaries.

7.5 Purchasing Agreements with Other Government Agencies. With the consent and agreement of the awardee(s), purchases may be made under this response by school boards and governmental agencies. Services are to be furnished in accordance with the contract of said product(s) and/or service(s) resulting from this response. Such purchases shall be governed by the same terms and conditions as stated herein. It is hereby made a part of this RFP that the submission of any response, in response to this advertised request, shall constitute a response made under the same conditions, for the same contract price, and for the same effective period as this response to all public entities if they so request. This agreement in no way restricts or interferes with the right of any governmental agency to re-solicit any or all items.

7.6 Proposers, their agents, and/or associates are subject to the provisions of the Florida Statute Chapter 286 and Sunshine Law, Florida Statute Chapter 119.

7.7 There shall be no discrimination permitted by any party under this engagement as to race, sex, color, creed, national origin, or handicap.

7.8 The Procurement Director may terminate this solicitation in whole or in part when it is in the best interest of FLVS. Notification of termination must be in writing and issued by the Procurement Director or designee. This action will be publicly posted as described above.

7.9 Should any Proposer fail to enter into a contract with FLVS, on the basis of the submitted response by said Proposer, the Proposer acknowledges that proposer shall be liable to FLVS for any lost revenue.

7.10 Legal Requirements: It shall be the responsibility of the awardee(s) to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein which may apply. Lack of knowledge by the Awardee(s) will in no way be a cause for relief from responsibility. Awardee(s) doing business with FLVS are prohibited from discriminating against any employee, applicant, or client because of race, creed, color, national origin, sex or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.

7.11 Patents and Royalties. The Proposer, without exception shall indemnify and hold harmless FLVS and its employees from liability of any nature or kind including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by Florida Virtual School. If the Proposer uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the proposed prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work. In addition, FLVS shall maintain all rights to the written documentation, electronic media and other materials provided by the Proposer in response to this solicitation.

7.12 All information submitted in response to this request shall be submitted in compliance with Florida Statutes Chapter 119.07 Public Records and 812-081 Trade Secrets. All information submitted as "Trade Secret" shall be submitted electronically and labeled as "Confidential" with a second copy submitted and labeled as "Redacted Copy" retracting the Trade Secret information.

7.13 Financial Terms and Conditions.

7.13.1 Conditions to Payment

Payment to Contractor of the amounts due shall be conditioned strictly upon satisfaction of the conditions for such payment set forth in the Pricing Schedule under the agreement and specifically upon the successful and timely completion of the acceptance tests specified for the particular deliverable. FLVS reserves the right to determine the acceptance process which may include the approval and release of funds.

7.13.3 Performance Bond. **INTENTIONALL OMITTED**

7.13.4 Liquidated Damages applied to Implementation and or customizations

Liquidated damages may apply if the Contractor fails to meet the project implementation schedule as specified within the Statement of Work. FLVS may, at its discretion, elect to assess liquidated damages in the amount of \$250.00 per calendar day until the earlier of the date that:

- a. the Contractor completes the task
- b. FLVS secures the deliverable elsewhere

c. FLVS needs otherwise cease

- 7.14 All awardees shall comply with Chapter 442, Florida Statutes to any product or item delivered or used when providing goods or services under this contract by providing Material Safety Data Sheets (MSDS) when applicable.
- 7.15 Federal Provisions. If FLVS is using any federal funds for payment of the services, then the awarded Contractor shall execute and deliver to FLVS the Federal Certification(s) concurrent with Contractor's execution of this Agreement and concurrent with subsequent amendments (if any) to this Agreement.
- 7.16 Public Entity Crimes. A person or affiliate who has been placed on the convicted contractor list following a conviction for a public entity crime may not submit a bid/proposal on a contract to provide any goods or services to a public entity, may not submit a bid/proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bid/proposal(s) 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, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted contractor list.
- 7.17 The Awardee(s) certifies by submission of this RFP, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 7.18 Identical Qualifying Bid/Proposals: In the event of identical qualifying bid/proposals, FLVS will execute the tie breaking procedure contained in the FLVS Board of Trustees Policy Manual.
- 7.19 ADA Compliance: Under Title II of the Americans with Disability (ADA) Act. The ADA requires that persons with disabilities are provided both physical and programmatic access to all programs and services offered by public entities. Contractor complies with all rules and regulations under the Americans with Disabilities Act (ADA) in accordance with federal, state and local disability rights legislation. Contractor agrees to comply with all with WCAG 2.1 A.A. and 508 Accessibility Standards specified within:
- [Section 508 of the Rehabilitation Act of 1973, as amended \(Sec. 508\)](#)
 - [Americans with Disabilities Act of 1990, as amended \(ADA\)](#)

8. DEFINITIONS

The following words shall be defined as set forth below:

“Change Order (CO)” Contractual Document to request to modify a SOW.

“Contractor” means the provider of the Goods or Services under the Agreement.

“Cost Proposal Form” or **“Cost Proposal”** means the portion of the response that describes the proposed pricing.

“Intent to Award” (IAW) means a formal notice posted on FLVS.net notifying the public that FLVS has completed its evaluation process and intends to award a contract to the highest-ranking Respondent

“FLVS Master Service Agreement” or **“Agreement”** or **“Contract”** means the agreement between FLVS and the Contractor as defined by the terms of this FLVS Master Service Agreement and its incorporated documents.

“Lot” means a category or unit of work.

“PEC” means the Proposal Evaluation Committee or Evaluation Committee

“Purchase Order” means the form or format used to make a purchase under the Agreement (e.g., a formal written purchase order, electronic purchase order, procurement card, or other authorized means).

“Proposer” or **“Respondent”** means the company, organization or contractor submitting a proposal in response to a published solicitation.

“Proposal” or **“Response”** or **“Submission”** means the submission provided in response to the ITN. May be used interchangeably throughout the document.

“Request for Proposal” or **“RFP”** is a solicitation used in negotiated acquisition to communicate government requirements to the prospective contractors and to solicit proposals.

“Services” means the services and deliverables as provided in the Master Service Agreement and as further described by the Statement of Work as required.

“Statement of Work (SOW)” means the Contractor’s Responsibilities as described in detail in the sample SOW Attached within the Required Forms Packet.

“Subject Matter Expert” (SME) means individual(s) who are considered authorities in a particular field or area of the business.

“Technical Response” or **“Technical Proposal”** means the response to the ITN excluding the Cost or Pricing Proposal Form. May be used interchangeably throughout the document.