

PROCUREMENT SERVICES

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Request for Proposal (RFP) Annual Professional Learning Conference Events RFP01-2604955B01-APLCEV-XXXXXX

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

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	May 13, 2026	N/A
Pre-submittal Conference (Non-Mandatory Meeting)	Overview of RFP	May 18, 2026 11:00 AM EST	Public Zoom Conference
Question & Answer Deadline	Written question and answer period	May 21, 2026 no later than 2:00 PM EST	Submit via Bonfire
Proposal Due Date/Time	All responses due. The names of the respondents announced.	June 3, 2026 no later than 2:00 PM EST	Public Zoom Conference
Proposal Evaluation Committee Meeting	Responses evaluated to identify shortlisted proposers for interview.	June 8, 2026 10:00 AM EST	Public Zoom Conference
Presentation and/or Interviews (optional)	Scoring (Public Meeting)	June 12, 2026 10:00 AM EST	Private Zoom Invite for interview
Notice of Intent to Award Date (Tentative)	Public notice of FLVS intentions to proceed	June 12, 2026	N/A
Award Date Tentative Date*	Date of FLVS Board of Trustees Approval	TBD – September 2026	N/A

NOTICE TO ALL INTERESTED PARTIES: FLVS is accepting responses to this solicitation via electronic submission at <https://flvs.bonfirehub.com/>. 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.

***Updates to the Board schedule can be viewed at <https://go.boarddocs.com/fla/flvs/Board.nsf/Public>**

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**FLORIDA VIRTUAL SCHOOL
REQUEST FOR PROPOSAL
Annual Professional Learning Conference Events**

1. OVERVIEW

1.1. Purpose. Florida Virtual School (“FLVS”) is seeking proposals from qualified venues and/or full-service hospitality providers to host its Annual Professional Learning Conference (APLC) events for 2027, 2028, 2029, 2030, and 2031, serving approximately 4,000 staff and invited guests. This annual event supports large-scale, high-quality professional learning opportunities, collaboration, and knowledge sharing. The purpose of this RFP is to secure a facility (and coordinated services) that can provide meeting space, hotel accommodations, food and beverage services, and audio-visual (AV) support.

1.2. About FLVS

Founded in 1997, Florida Virtual School (FLVS) has been leading the way in Kindergarten-12 online education for more than 25 years. FLVS provides a robust, award-winning curriculum to public, private, charter, and homeschool families and school districts nationwide. 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).

FLVS directly serves students through three models. FLVS Flex which offers scheduling on a 365-day flexible calendar. Students can take FLVS courses when enrolled in addition to a brick-and-mortar school, or a full-time course load when enrolled as a homeschool student. FLVS Full Time Public Schools offer scheduling that is available to students in grades Kindergarten–12. Students follow a 180-day traditional school calendar, take all courses through FLVS Full Time, and graduate with an FLVS diploma. FLVS is the operating education service provider for the Florida Scholars Academy, a unified education system for students assigned to a Florida Department of Juvenile Justice residential commitment program. Across these three programs, FLVS serves over 250,000 students a year.

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 and comply with all contract terms and conditions.

1.3.2. Scope of Services: The scope of services 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”) or FLVS Standard Contract Addendum with specific event agreements for each annual conference.

1.3.4. Contract Term: The term shall be effective upon signature execution through the event dates selected for each event year 2027-2031. FLVS, in its sole discretion, may select and award by event year line items to multiple respondents, based on venue and accommodation availability for preferred dates that align with the FLVS calendar and offer the best value.

- 1.3.5 **Contract Pricing:** The MSA or FLVS Standard Contract Addendum and event agreements shall be based upon the final negotiated prices. Respondents 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 and evaluated in terms of its conformance to the RFP scope of services. 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. FLVS reserves the right to reject any or all responses, re-advertise, postpone or cancel this RFP, waive any minor irregularities, or reject any response that does not meet all mandatory requirements of this RFP according to its best interest. Additionally, FLVS may at any time during the solicitation and contracting process, require a Proposer to submit additional evidence of qualifications, clarifications or any other information FLVS may deem necessary.
- b. 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.
- c. The award shall be made to the Proposer(s) that best meets FLVS needs.
- d. 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.

- 2.1.1 The PEC committee shall consist of FLVS voting staff 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 2.6.1.
 - 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 event they are hosting.
- 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 staff shall determine whether each response received prior to the due date and time specified, is complete and compliant with the instructions and requirements specified in the RFP. Findings shall be reported to the PEC 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 that 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 a PEC approved by the Procurement Director or designee using the evaluation criteria specified in Section 2.6.1.

Step 1a: The PEC will discuss all proposer 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. PEC shall 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 a designated date and time for further detailed discussions of the elements of their response. Step 2 evaluation is a “fresh evaluation” with scores from step 1 not carried forward.

- a. Using the evaluation criteria in Section 2.6.2, each member of the PEC will separately score each respondent’s demonstration/oral presentation.
- b. The procurement representative will combine the evaluation scores submitted by all PEC members for this step to determine the final rankings.
- c. FLVS at its sole discretion may require additional public meeting(s).

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 as described:

Criteria #	Step 1: Main Criteria Description	Weight
1.	Qualifications and References	20%
2.	Demonstrated ability to meet or exceed Scope of Services, Responses to additional information, venue date availability, and location	50%
3.	Cost Proposal	30%
	TOTAL	100%

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

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

Criteria No.	Step 2: Main Criteria Description	Weight
1.	Cost containment strategies and concessions.	40%
2.	Presentation content, evaluation of site/facilities, and location	60%
	TOTAL	100%

2.7 Basis of Award

Recommended award shall be made to the highest ranked Proposer(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(s), recommendation for contract award will be submitted to the FLVS Board of Trustees (if total value is \$300,000 or more) or the Senior Director of Procurement for approval (if total value is under \$300,000).

The FLVS Executive Team at their sole discretion shall accept or reject all recommendations of the PEC. If the Executive Team accepts the PEC’s recommendation, the process continues as noted in each step above. If the Executive Team rejects any PEC’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; 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.

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

3. RESPONSE SUBMISSION FORMAT AND INFORMATION THAT MUST BE SUBMITTED

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 on the solicitation cover page. Proposals received after this time will not be considered. Proposals shall not be modified after the RFP closing date and time.

Proposer is responsible for allowing adequate time to upload their documents to Bonfire.

For technical support 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 completed without exception and signed by a legally authorized individual within the proposing entity.
- **All documents must be in the LEGAL name of the proposing entity exactly as it appears under business registration of state of origin (registered/incorporated) with the matching FEIN or Tax ID number provided. Do not submit a proposal under a d/b/a (“doing business as”) or a fictitious business name.**

3.1. **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 unnecessary promotional materials. Clearly identify each part of the submission as directed by the solicitation. **All proposal responses should use the below section numbers and layout without deviation:**

- Table of contents
- Section 1 – Cover Letter and Compliance
- Section 2 – Background and References
- Section 3 – Response to the Scope of Services Requirements
- 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 F)
- Cost Proposal Forms – Section 6 of this RFP document
- Mandatory Certifications/Forms Packet - must be submitted as part of the response, completed fully and without edits
- Proof of Financial Stability

3.2. **Compliance.** 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 and supporting exhibits, is submitted on time, and has the appropriate signatures required on each document. Failure to comply with these requirements may deem your response non-responsive.

3.2.1 **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.

3.2.2 **Proposal Section 1 - Cover Letter.** Provide a brief formal letter regarding the company's understanding of requirements/scope of this RFP, and interest in and ability to perform the requirements of this RFP.. The prospective Proposer hereby certifies, by submission and signature of this letter, complete and unconditional acceptance of the requirements, terms and conditions of this solicitation and all appendices and any Addendum released hereto unless

specific exceptions are noted in the response package. 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.

3.2.3 Mandatory Certifications/Forms Packet. Responses must include all Mandatory Certifications/Forms (provided in RFP Attachment 1 – “Mandatory Certifications/Forms Packet”) listed below. All forms must be completed and signed (and notarized where applicable). No modifications shall be accepted. 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 3.1) 3. Certificate(s) of Insurance (Section 10 Master Service Agreement) 5. Acknowledgement of Business Type (Appendix B) 7. Mutual Non-Disclosure Agreement (Appendix D) 9. Public Records Act / Chapter 119 Requirements (Appendix F) | <ol style="list-style-type: none"> 2. Compliance Information Sheet (Section 3.1) 4. Contractor’s Statement of Qualifications (Appendix A) 6. Statement of Affirmation and Intent (Appendix C) 8. Addenda Form / Dispute Resolution Clause (Appendix E) 10. Reference Release Form (Appendix G) |
| <ol style="list-style-type: none"> 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 | |
| <ol style="list-style-type: none"> 12. Vendor Application, E-Verify Certification, Foreign Country of Concern, Student Information Form, and W-9 Form (Appendix I) | <ol style="list-style-type: none"> 13. Master Service Agreement, Statement of Work, Change Order & Forced Labor Affidavit (Appendix J) |

3.2.4 **Cybersecurity Compliance.** Reserved. Not applicable to the services of this RFP.

3.2.5 **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. Proposer shall demonstrate financial stability in accordance with this definition by providing one of the following:

1. For proposers 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. For Proposers with annual revenues exceeding \$1 billion:
 - 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.

3.2.6 **Accessibility Requirements.** Proposer venue and accommodations must comply with the Americans with Disabilities Act (ADA) (42 U.S.C. §12101 et seq.), implementing regulations (28 C.F.R. Parts 35 and 36), the 2010 ADA Standards for Accessible Design, and all applicable Florida accessibility laws (including Fla. Stat. §§ 553.501–553.514 and Chapter 760).

3.3 **Proposal Section 2 – Background and References Instructions.**

3.3.1 **Background (Qualifications).** Complete the Compliance Information Sheet within the forms packet, Attachment 1. Provide a description of event support services that are included in your proposal and pricing, i.e. a dedicated event planner/manager and/or customer support personnel.

3.3.2 **References.** FLVS reserves the right to contact all references and to obtain, without limitation, information on the Proposer’s performance for hosting large conferences and/or events.

- 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 a signature and contact information.
- b. Proposers are required to sign the Authorization for (Appendix G) to contact and check previous performance on projects.

4. INSTRUCTIONS TO PROPOSER

- 4.1 **No Contact Period.** 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 contact 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 Proposers 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.
- 4.4 **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/Solicitation 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 must submit a written request for clarification through Bonfire no later than the Question & Answer Deadline specified on the cover sheet. Any response 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 the RFP is downloaded from Bonfire, notifications shall be provided 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.**

Any corrections or amendments will be posted as addenda issued 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.

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

4.8 Conflict of Interest: (*FLVS Procurement Policy po6320*)
<https://go.boarddocs.com/fla/flvs/Board.nsf/Public#>

5. SCOPE OF SERVICES

Florida Virtual School (“FLVS”) is seeking proposals from qualified venues and/or full-service hospitality providers to host its Annual Professional Learning Conference (APLC) events for 2027, 2028, 2029, 2030, and 2031, serving approximately 4,000 staff and guest attendees. This annual three (3) day event supports large-scale, high-quality professional learning opportunities, collaboration, and knowledge sharing. The purpose of this RFP is to secure a facility (and coordinated services) that can provide meeting space, hotel accommodations, food and beverage services, and audio-visual (AV) support. Number of attendees is estimated and subject to change based upon current staffing levels each year and invited non-staff. General “grand sessions” with keynote speakers and breakout sessions are required to provide opportunities for individuals and departments to learn within a group setting.

NOTE: While FLVS will evaluate proposals for event venue or accommodations only, preference and points (under the category of “Demonstrated ability to meet or exceed Scope of Services”) will be given to proposals that can provide all required services (meeting venue, accommodations, food and beverage, audio-visual technology, and on-site parking) under one event contract. The awarding of contracts for event-only meeting space or accommodations will be subject to location and date availability considerations (i.e. hotel accommodations must be close to the chosen venue to reduce transportation costs and have the same availability as the chosen event dates). Venue locations in Orange, Osceola, and Seminole counties are preferred to keep staff travel costs at a minimum; however, proposals of venues in other counties in Florida will be considered. All venue locations will be analyzed to determine an estimate of staff travel reimbursement when considering total cost. Proposers offering only the venue meeting space are encouraged to include recommendations and points of contact for hotels that commonly support events at their location. Each event year shall be considered as an individual item for basis of award.

Conference Schedule and Preferred Dates

The FLVS Annual Professional Learning Conference is a three (3) day learning conference that occurs annually. Move-in days shall be the two days prior to the event start date, and the move-out date shall be on the last day of the event. Proposers shall include dates of availability (preferably in calendar format), identifying which dates can be accommodated for this event for each event year: 2027, 2028, 2029, 2030, and 2031. FLVS may consider each year individually for award if it is deemed the best solution. FLVS has identified the following blackout dates that should be excluded from the proposals, including:

- All Saturdays and Sundays for event dates (acceptable for move-in/move-out)
- Labor Day
- Rosh Hashanah
- Yom Kippur
- Halloween
- Veterans Day
- Thanksgiving week
- December 10-January 10
- Martin Luther King, Jr. Day
- President’s Day
- March 1 through August 20

The following dates have been identified as viable and preferred options:

- 2027: August 30 - September 3; September 20-30; October 4-8; October 18-29; November 2-5; January 11- February 28
- 2028: August 28 - September 1; September 25-28; October 2-27; November 6-9; January 11- February 28
- 2029: August 27 – August 31; September 24-28; October 1-28; November 5-9; January 11- February 28
- 2030: Proposers may offer dates that meet the established criteria.
- 2031: Proposers may offer dates that meet the established criteria.

Overview of Meeting Space Requirements for 3 full days (*all requirements are subject to change prior to signing of each event year agreement*)

- General Session and Keynote Speaker Meeting Space: Capacity for up to 4,000 attendees in theater seating with stage and AV rigging
- Approximately 45-60 breakout rooms to accommodate 4,000 seats across all rooms
- Space for banquet/catering service and seating for dining in rounds for 4,000 attendees (may be split into multiple rooms and common areas)

5.1 Proposers offering the event/meeting space for this RFP, must provide a **complete, detailed** response to each item listed below. Additional space may be used as needed.

EVENT VENUE/MEETING SPACE – ADDITIONAL INFORMATION REQUESTED	
No.	Description
1	Support: Please provide an overview of your event/conference support and service, including pre-conference planning, support during the conference, and post-conference completion.
	Response:
2	Parking. Free Self-Parking is highly desired. Does your facility include parking in the cost proposal or are there additional fees for attendee parking? Please provide your parking policy, number of spaces available for the event, overflow parking availability, daily rates, the ability to support issued/controlled parking passes, and master billing (i.e., not paid by attendees daily).
	Response:
3	Meeting Space. Provide a description of the available meeting spaces, capacities, and configuration options.
	Response:
4	Standard Event Agreement. Provide a copy of your standard event agreement and terms. Please note that FLVS reserves the right to negotiate terms that meet our requirements as a Florida government entity and to obtain the most advantageous offer.
	Response:
5	Audio/Visual Services Does your venue offer in-house or have a preferred third-party A/V services provider? Can A/V charges be billed through the venue (vs. a separate contract and payment to the A/V provider)? Please describe any discounts that you will extend for A/V services.
	Response:
6	Banquet/Catering Services. Describe the available banquet/catering services available through your venue, including sample menus/options and pricing (including a breakdown for service fees, gratuities, etc.) for breakfast and lunch. Describe how you can accommodate lunch for this size of an event, including the arrangement and service.
	Response:
7	Availability. For each event year (2027, 2028, 2029, 2030, 2031), please provide your available dates that align with the date criteria established above.
	Response:

8	Security Measures. Please detail any included or standard security services on premise and for large events.
	Response:
9	Why your venue? Please explain why the evaluation committee should select your venue for the FLVS Annual Professional Learning Conference. Please include any factors that set you apart from other venues, including unique amenities, services, etc.
	Response:

5.2 Venue/Meeting Space Requirements for respondents offering the conference meeting space. A response of “Yes” guarantees the 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.

General Requirements and Specifications for Meeting Venue

<u>Description</u>	<u>Yes or No</u>
Venue has the capacity for the dates offered to accommodate the general session, break-out rooms and banquet space for meals.	
Venue has ample on-site parking for all attendees or can offer overflow parking at an off-site lot with transportation.	
All meeting spaces shall be fully prepared prior to meeting start times in accordance with schedule provided	
Breakout Meeting Rooms required during the following schedule (subject to change based on final event agreement): <ul style="list-style-type: none"> • 8:00 AM – 5:00 PM – Day 1 of event • 8:00 AM – 5:00 PM – Day 2 of event • 8:00 AM – 5:00 PM – Day 3 of event 	
Breakout meeting spaces shall include seating as requested (theater, rounds, or classroom) and tables and/or podiums for presenters with screens for projecting.	
High-speed Internet is available in all areas to support the conference registration system	
All meeting spaces (including breakout/meeting rooms and grand session) are at same property (address)	
The option to have audio/visual services for the venue’s in-house or preferred third-party provider may be added to the venue event agreement and paid through central or master billing.	

5.3 Proposers offering hotel accommodations (hotel room blocks) for this RFP, must provide a complete, detailed response to each item listed below. Additional space may be used as needed.

HOTEL ACCOMMODATIONS (ROOM BLOCK) – ADDITIONAL INFORMATION REQUESTED	
Number	Description
1	Capacity. Provide the maximum number of guest rooms that can be accommodated for each day of the event for each year you are offering availability. If you are unable to meet the capacity requirements for overnight guests do you partner with other local properties for the overflow?
	Response:
2	Room Layout Availability. Specify the maximum number of single-occupancy, double-occupancy, and villa/multi-bedroom accommodations you can offer for each event day/year.
	Response:
3	Parking. Does your hotel include parking in the price or are there additional fees for guest parking? Provide your parking policy, including the capacity for overnight and daily guests. Does your hotel offer off-site overflow parking and transportation to that location? Can parking fees be added to the master billing account? Does the hotel provide security for all allocated parking?
	Response:
4	Check-in, Check-out. Provide your policy regarding check-in and check-out times. Can you accommodate early arrivals or late departures? Do you have a bellhop and free luggage storage available?
	Response:
5	Distance. If rooms are within multiple properties or spread over a large distance, are they within walking distance of each other, or do you provide shuttle/transportation service? Provide a description of the proximity/distance between proposed facilities and the transportation offered.
	Response:
6	Amenities. Provide an overview of guest services or amenities included within the proposal.
	Response:
7	Resort and other fees. Disclose any additional resort fees or charges that would be added to the cost per room. The waiving of any hotel resort fees is highly desired as staff is on premise for a learning conference.
	Response:

8	Wireless Internet. Do you offer any complimentary wireless internet services? If yes, describe.
	Response:
9	Facility layout. What is the layout of the facility? Provide a map or brochure of your facility in the proposal response. Are the hotel guest rooms accessed inside the hotel or by an exterior door?
	Response:
10	Reservations. Do you accept reservations by rooming list with Master Account billing? Do you have Passkey (automated room reservations)?
	Response:
11	Room Block Standard Agreement. Provide a copy of your standard room block agreement and terms. Please note that FLVS reserves the right to negotiate terms that meet our requirements as a Florida government entity and to obtain the most advantageous offer.
	Response:
12	Breakfast. Does your hotel offer a free breakfast for guests?
	Response:
13	Banquet/Catering. Does your hotel offer banquet or catering services? If yes, please provide a menu and sample costs.
	Response:
14	Security Measures. Please detail any included or standard security services on premise and for large events.
	Response:

5.4 Exceptions/Alternatives to the RFP: Proposers shall specify exceptions requested for consideration to any section of the Request for Proposal specified herein. FLVS in 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

{This space is intentionally blank, Scope of Services Section continues on next page.}

5.5 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 J of the Required Forms Packet). FLVS may elect to utilize the FLVS Standard Contract Addendum in lieu of the FLVS Master Services Agreement. FLVS 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 it deems in its best interest.

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

6. COST PROPOSAL FORMS: Provide a schedule of values for fees associated with the various services to be provided. Rates quoted shall be the all-inclusive, not to exceed rates for the life of the Agreement. All fees, required service charges, etc., must be disclosed. For services that are “to be determined”, the proposer may offer a discount rate off of current list prices. All respondents are required to complete this Section as shown. FLVS reserves the right to further negotiate the proposed fees. There is no minimum spend guarantee for this award. All fees shall be negotiated into the final event agreement for each year.

6.1 Cost Proposal Form for Meeting Space/Venue- Complete a cost proposal table (as shown below) for each event year you would like to offer a proposal for evaluation.

EVENT YEAR: _____					
PROPOSED MEETING DATES: _____					
#	Description	Unit Price	Unit of Measure	Estimated Quantity	Extended Cost
1.	Breakout Meeting Room (45 x 3 days = 135)	\$	Per Room Per Day	135	\$
2.	Grand Session Room (up to 4,000 seats)	\$	Per Day	3	\$
3.	On Site Self-Parking (3 days)	\$	Per Vehicle Per Day	10,800	\$
Total Cost					\$

Complimentary items should show a \$0.00 value in the cost proposal response.

#	Description	Percentage Discount off List Price
1.	Audio Visual Services	_____ %
2.	Internet Services	_____ %
3.	Banquet/Catering Services	_____ %

Provide a detailed explanation of any additional costs, discounts for multiple services, optional services, concessions, or assumptions not included or captured in the tables above.

{This space is intentionally blank, Cost Proposal Section continues on next page.}

6.2 Cost Proposal Form for Hotel Accommodations- Complete a cost proposal table (as shown below) for each event year you would like to offer a proposal for evaluation.

EVENT YEAR: _____					
PROPOSED MEETING DATES: _____					
#	Description	Unit Price 1 room 1 night	Unit of Measure	Estimated Quantity* (Total room nights)	Extended Cost
1.	Guest Rooms – Double Occupancy* (500 rooms x 3 nights)	\$	Per room per night	1,500	\$
2.	Guest Rooms – Single Occupancy (300 rooms x 3 nights)	\$	Per room per night	900	
3.	On-site Self-Parking for room guests (1,600 vehicles x 3 nights)	\$	Per Vehicle per night	4,800	
Total Cost					\$

**These quantities will be used for evaluation purposes only. Please provide the number and type of guest rooms available for each event year. Include any concessions if multiple services (example banquet/breakfast + room block) are contracted, i.e. larger room block, or discounted rates. Final determination of contracted services will be negotiated for each event year agreement.*

#	Description	Percentage Discount off List Price
1.	Banquet/Catering Services	_____ %

6.3 Cost Proposal Form Part B P-Card Acceptance

Respondent shall accept payment via P-Card (with no additional Fees) Yes No
(Check one)

6.4 Cost Proposal Concessions, Additional Services, and Discounts for Combined Services: May be provided in addition to pricing tables in sections 6.1 and 6.2 (not as a replacement to the above). Respondents desiring to propose for the full event services, including Meeting Space/Venue, Hotel Room Block and Banquet for one or more event years may do so under this Section 6.4 of their response.

Detailed Description	Total
	\$ _____

6.5 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 a calculation error is found.
- All quantities are estimated and could be higher or lower at the discretion of FLVS in accordance with the event agreements for each year. The estimated quantities provided for evaluation purposes do not guarantee the dollar value of the award.

7. GENERAL TERMS AND CONDITIONS

Master Service Agreement (Appendix J 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. 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 .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.

7.2 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.

7.3 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.

7.4 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.

7.5 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.

7.6 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.

7.7 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.

7.8 All information submitted in response to this request shall be submitted in compliance with Florida Statutes Chapter 119 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.

7.9 Financial Terms and Conditions. – This section has been intentionally deleted as it is not applicable to the services contemplated in this RFP.

7.10 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.

7.11 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.

7.12 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.

7.13 Identical Qualifying Bid/Proposals: (*FLVS Procurement Policy po6320*)
<https://go.boarddocs.com/fla/flvs/Board.nsf/Public#>

7.14 In accordance with F.S. 1010.04, FLVS

- a. has reviewed the purchasing agreements and state term contracts available under F.S. [287.056](#).
- b. shall not request documentation of or consider a proposer’s social, political, or ideological interests.
- c. shall not give preference to a proposer based upon their social, political, or ideological interests.

7.15 The following two Florida State statutes apply to this solicitation and may have contractual requirements.

- a. F.S. 787.06(13)
- b. F.S. 287.1346

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.

“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.