



**REQUEST FOR PROPOSAL**  
**RFP #2020-2021-02**  
**Flight Training Provider**

<https://www.nwfsc.edu/about/purchasing/solicitations-and-awards/>

**Due: June 30, 2021 at 2:00 PM CST**

**RFP #2020-2021-02**  
**Flight Training Provider**  
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**Request for Proposal (“RFP”)  
RFP 2020-2021-02 Flight Training Provider  
Solicitation Intent and Objective**

Northwest Florida State College (the “College”) is soliciting for the services of one or more experienced flight training organizations to perform flight training for an Associate of Science degree in Professional Pilot Science. The Professional Pilot Science program prepares graduates for careers as professional pilots and/or flight instructors. Upon completion of the program, the student will be prepared to earn a Federal Aviation Administration (FAA) Commercial Pilot Certificate, Single and Multi-engine Land, with an Instrument Rating. This program also prepares students for additional certificates in Certified Flight Instructor Airplane and optional Certified Instrument Flight Instructor.

To receive full consideration, proposals must be submitted by **June 30, 2021 at 2:00 p.m. (Central Standard Time)**. Review of proposals will begin immediately and continue until the contract is filled. Sealed proposals subject to the terms, conditions, and specifications contained herein are hereby made part of this request. All proposal sheets must be executed and submitted in a sealed envelope. The face of the envelope must be addressed as follows:

RFP #2020-2021-02 Flight Training Provider  
Attn: Katherine St. Onge, Director of Purchasing  
Northwest Florida State College  
100 College Blvd.  
Niceville, FL 32578

The proposal must be received and physically located in the Purchasing Department no later than **2:00 p.m. CST on June 30, 2021** at which time proposals will be opened and recorded. Any proposals that arrive in the Purchasing Department after this time will be disqualified.

**Website for Solicitations and Awards:**

<https://www.nwfsc.edu/about/purchasing/solicitations-and-awards/>

**Location of Public Receipt Acknowledgement:**

Building 310, Room 204 – Niceville Campus

Proposers shall submit one (1) original (marked “Original”) and five (5) copies, one (1) readable electronic thumb drive of the proposal complete with all supporting documentation in a sealed envelope/container marked as noted in the RFP. This quantity is required so that a full and complete copy of your proposal can be provided to each member of the evaluation committee.

**RFP #2020-2021-02**  
**Flight Training Provider**  
**Tentative Solicitation Schedule**

<b>Date / Time (Central Standard Time)</b>	<b>Location</b>	<b>Action</b>
May 28, 2021		RFP Issue Date
May 28, 2021 June 4, 2021 June 11, 2021		RFP Advertised
June 9, 2021 9:00 – 11:00 AM	Crestview Advanced Center of Excellence, 3152 Airport Road, Crestview, FL	Pre-proposal Conference (non-mandatory attendance)
June 16, 2021 12:00 PM		Last Day for Written Inquiries
June 23, 2021		Release of Official Response to Written Inquiries via Addendum; posted on NWFSC Website
June 30, 2021 2:00 PM	Building 310, Room 204 – Niceville Campus	RFP Proposals Due to Purchasing Department
June 30, 2021 2:05 PM	Building 310, Room 204 – Niceville Campus	Public Opening by Purchasing Department Committee Members Pick UP RFP copies
July 1, 2021		Posting of Submissions
July 1 – July 15, 2021		Committee Evaluation of Responsive Proposals
July 21, 2021 9:00 – 11:00 AM	Crestview Advanced Center of Excellence, 3152 Airport Road, Crestview, FL	Public Evaluation Meeting
July 26 - 27, 2021 9:00 AM – 3:00 PM	Crestview Advanced Center of Excellence, 3152 Airport Road, Crestview, FL	Site Visit / Interview of Finalists
August 4, 2021 9:00 – 11:00 AM	Crestview Advanced Center of Excellence, 3152 Airport Road, Crestview, FL	Public Evaluation Meeting

August 5, 2021	TBD	Negotiation of Contract with top two (2) ranked finalist Proposers
August 16, 2021		Posting of Recommendation of Ranking / Award
August 17, 2021 3:00 PM	Raider Central, Building 400, Morell Room 302, Niceville Campus	Recommendation to Board of Trustees for Approval
August 18-25, 2021	TBD	Negotiation of Final Contract Language
August 25, 2021		Tentative Date to Sign Satisfactory Contract (upon receipt of defined Certificates of Insurance)
September 1, 2021		Tentative Contract Commencement Date

The above schedule is subject to change at the College's sole discretion. All changes will be posted on the NWFSC Purchasing website at <https://www.nwfsc.edu/about/purchasing/current-solicitations/>

**RFP #2020-2021-02**  
**Flight Training Provider**  
**General Conditions, Instructions, and Information**

1. **Definitions.**
  - a. **Evaluation Committee:** Comprised of College employees established to review the Proposals submitted in response to this RFP, score the Proposals in accordance with the criteria and make a recommendation for award. The Director of Purchasing serves as the non-voting Chairman of the committee.
  - b. **College or the College or NWFSC:** Northwest Florida State College
  - c. **Proposer:** Firm responding to this RFP.
  - d. **Submittal:** Credentials prepared and delivered in response to an RFP.
2. **Application Policy, Terms, and Conditions.** The policy of The District Board of Trustees of Northwest Florida State College (the Board) is incorporated in this RFP and is available at <https://www.nwfsc.edu/about/leadership/board-of-trustees/> The College's Purchase Order Terms and Conditions are incorporated in this RFP and are available at <https://www.nwfsc.edu/about/purchasing/#purchase-terms>.
3. **Prior Relationship.** Proposers will be evaluated in accordance with the terms of this RFP on the strength of their Proposal. No prior relationship with the College of any Proposer shall be considered in evaluation of Proposals or award of a contract.
4. **Contact.** Any communication, questions, recommended changes to the RFP documents, or other matters regarding this RFP must be directed to the Director of Purchasing. Prospective Proposers and Proposers shall not contact any member of the Board or any College employee, other than the Director of Purchasing, in any manner regarding this RFP or their Proposal prior to approval of award by the President. Any such contact is cause for disqualification. The Pre-Proposal Conference is not subject to this requirement.
5. **Inquiries.** All Proposers shall carefully examine the RFP documents. Any ambiguities or inconsistencies must be brought to the attention of the College's Director of Purchasing in writing prior to the Proposal due date. Failure to do so, on the part of the Proposer, will constitute an acceptance by the Proposer of the RFP documents and any subsequent decision by the College. Any questions concerning the intent, meaning, or interpretations of the RFP documents shall be submitted in writing to and received by the College's Director of Purchasing by **12:00 noon on June 16, 2012**. All questions must be emailed to [purchasing@nwfsc.edu](mailto:purchasing@nwfsc.edu), using the subject line "RFP #2020-2021-02 Questions." the College will provide written answers to the questions in the form of a written addendum. The College is not responsible for any oral instructions made by any employee(s) of the College regarding this RFP.
6. **Due Date/Time.** The Proposer may submit the Proposal in person or by mail/courier service. A list of Proposals received will be available on the dedicated webpage at <https://www.nwfsc.edu/about/purchasing/solicitations-and-awards/>. Additionally, telephone confirmation receipt of the Proposal may be made by calling The College's Purchasing Department.
7. **Late Submittals.** The time and date by which a Proposal must be received will be strictly observed. **Proposals received after the specified time and date shall be returned unopened.** The time clock located at the Purchasing Department shall serve as the official authority to determine lateness of any Proposal.
8. **Registration.** Proposers who obtain RFP documents from other sources or directly from the website must officially register with the College's Purchasing Department to be placed on the mailing list for any forthcoming addenda or official communications. The College is not responsible for providing addendum to Proposers who receive RFP documents from other sources. Failure to register as a prospective Proposer may cause your Proposal to be rejected as non-responsive if your Proposal does not include an addendum acknowledgement for the most

current addendum.

9. **No Proposal.** If not submitting a Proposal, respond by returning only the Statement of No Proposal and give the reason in the space provided. Failure to submit either a Proposal or a Statement of No Proposal shall be cause for removal of the Proposer from the mailing list. The form may be faxed to 850.729.5215, Emailed to [purchasing@nwfsc.edu](mailto:purchasing@nwfsc.edu) or sent via regular mail.
10. **Public Opening.** Proposals shall be received at the Purchasing Department by the specified time and date. As soon as possible after that time and date, the names of the Proposers shall be read off at the specified location. Persons with disabilities needing assistance to participate in the Public Opening should call the Purchasing Department at least 48 hours in advance of the Public Opening. A list of Proposers will be posted in the Purchasing Department and on its website (see **page 8** for website address).
11. **Delays, Amendments, and Withdrawals.** The College, at its sole discretion, may delay the RFP or the scheduled due dates, amend the RFP, or withdraw the RFP, if it is to the advantage of the College to do so. The College will notify Proposers of all changes by written addendum. The College, at its sole discretion, may withdraw, abandon, or terminate the RFP up to the point of award and after award at any point prior to executing a contract with the awardee. Proposers are responsible for their own costs notwithstanding delays, amendments, or withdrawals and undertake costs to make a Proposal at their own risk.
12. **Proposal Withdrawal.** Proposers may withdraw their Proposals by notifying the College in writing at any time prior to the due date. Proposers may withdraw their Proposals in person or through an authorized Project Manager. Proposers and authorized Project Managers must disclose their identity (company business card and driver's license) and provide a signed receipt for the Proposal. Once opened, Proposals become the property of the College and will not be returned to the Proposers.
13. **Additional Information.** No additional information may be submitted, or follow-up performed by any Proposer after the due date other than a formal presentation to the Evaluation Committee, unless specifically requested by the College.
14. **Clarifications.** The College reserves the right to request clarification of Proposal information submitted and to request additional information of none, one, or more than one of the Proposers, if needed.
15. **Addendum.** Should any revisions, clarifications, or supplemental instructions be needed, the College will issue a written addendum to all Proposers who received the RFP from the College's Purchasing Department. Proposer shall sign, date, and include the acknowledgement page of the latest addendum with their Proposal. The College will deem prior addenda as received. It is the Proposer's responsibility to contact the College's contact person if a previous addendum is not received. All Proposers should **check the website** at least **seven (7) calendar days** before the date fixed for receiving the Proposals to ascertain whether any addendum have been issued.
16. **Proposal Preparation Cost.** Neither the College nor any employee of the College shall be liable for any expenses incurred in connection with preparation of a Proposal. Proposers should prepare their Proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.
17. **Accuracy of Proposal Information.** Any Proposer that submits in its Proposal to the College any information that the College determines to be substantially inaccurate, misleading, exaggerated, incomplete, false, or incorrect, shall be disqualified from consideration and may be disqualified from applying for other the College work for a period of up to three (3) years.
18. **News Releases.** The Proposer shall obtain the prior approval of the College for any news releases or other publicity pertaining to this RFP or the service, study, or project to which it relates.
19. **Termination.** If the awarded contract is terminated or cancelled within the first year of the contract period, the College may elect to negotiate and award the contract to the next ranked Proposer or to issue a new RFP, whichever is determined to be in the best interest of the College.

20. **Acceptance / Rejection.** The College reserves the right to reject all Proposals, to waive any informalities and technicalities, to solicit and re-advertise for new Proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that Proposer who, in the opinion of the College, will be in the best interest of the College. The College reserves the right to reject the Proposal of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts, or who, in the College's opinion, is not able to perform to the College's satisfaction under this award. The College reserves the right to inspect all facilities of Proposers to decide as to the foregoing. Proposers are responsible for their own costs notwithstanding acceptance or rejection and undertake costs to make a Proposal at their own risk.
21. **Conflict of Interest.** All Proposers must disclose with the Proposal the name of any officer, director, or agent who is also an employee of the College. All Proposers must disclose the name of any the College employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer's firm.
22. **Affirmation.** By submission of a Proposal, Proposer affirms that his or her Proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a Proposal for the same materials, supplies, equipment, or services, and is all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this RFP and the resulting contract.
23. **Equal Opportunity and Non-Discrimination Statement.** The College is dedicated to the concepts of equity and equal opportunity. The College does not discriminate on the basis of race, color, ethnicity, genetic information, national origin, religion, gender, gender identity, sexual orientation, marital status, disability, or age in programs or activities, in its employment practices, in the admission and treatment of students in its programs or activities, or in its awarding of contracts. Contact information for inquiries regarding non-discrimination policies and compliance with federal and state standards may be found at <https://www.nwfsc.edu/about/compliance/>.
24. **Compliance with Laws.** The College intends by this RFP to comply with all applicable federal, state, and local statutes, regulations, and policies. This RFP does not intend to, nor will it supersede any such applicable authority. To the extent this RFP is not in compliance with any applicable law, the RFP will be amended or cancelled to bring the College into compliance.
25. **Familiarity with Laws.** All Proposers are required to comply with all federal, state, and local laws, codes, rules, and regulations controlling the action or operation of this RFP. Relevant laws may include but are not limited to:
- a. Policy of The District Board of Trustees of Northwest Florida State College;
  - b. The Americans with Disabilities Act of 1990;
  - c. OSHA regulations;
  - d. All Civil Rights legislation;
  - e. State Board of Education Rules 6A-14;
  - f. State Requirements for Educational Facilities (SREF);
  - g. Florida Statutes Chapter 1013 (K-20 Education Code – Educational Facilities); and
  - h. Florida Building Code.
26. **Public Entity Crimes.** In accordance with Florida Statutes § 287.133, no award will be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and the purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to or transact any business more than the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently \$35,000) with any person or affiliate on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFP forms, Proposer attests that they have not been placed on the "Convicted Vendor List".



27. **Public Records.** Upon award recommendation or 10 calendar days after opening, whichever occurs first, Proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFP and must identify the data or other materials to be protected and must state the reasons why such exclusion from public disclosure is necessary. Proposals may be reviewed at the Purchasing Office.
28. **W-9 Form.** A completed W-9 form (available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>) must be submitted to the Purchasing Department prior to execution of a contract, unless said form is already on file with the College.
29. **Precedence** If any terms of this RFP conflict with those found in the General Conditions, the more specific language will control.
30. **Sovereign Immunity.** Nothing in this RFP or related documents shall be construed or interpreted to be a waiver of the College's sovereign immunity as set forth in § 768.28, Florida Statutes, as amended, or of any other Constitutional, statutory, common law, or other protections afforded the college.
31. **Choice of Law.** This RFP shall be governed by and construed in accordance with the laws of the State of Florida, without reference to conflicts of law principles. If any proceedings are commenced with respect to any matter arising under this RFP, the parties specifically consent and agree that the courts of the State of Florida will have exclusive jurisdiction over each of the parties and over the subject matter of any such proceedings and that the venue of any such action will be in Okaloosa County, Florida.
32. **NWFSC General Information.** Since its founding in 1963, The College has been committed to its students' success and dedicated to serving Okaloosa and Walton Counties in the panhandle of Florida. The College is determined to be the first choice of students through accessible, affordable, and relevant higher education that bolsters the community, workforce, and economic opportunities. The College's student body is diverse, including high school graduates going directly to college, active-duty military and separating veterans reorienting to civilian life, and people who are changing or returning to the workforce. Annual enrollment is 11,864, of which 9,423 are pursuing college credit and 2,441 are earning non-college credits. Unique to the College is its significant military population, with 19% (1,604) of the student body active or retired military. The College offers numerous Associate's degrees and certificates in the fields of Arts, Humanities, Communication, and Design, Business, Education, Health Sciences, Industry, Manufacturing, and Construction, Public Safety, Social and Behavioral Sciences, and STEM. The College also offers bachelor's degrees in Nursing, Elementary Education, and Early Childhood Education, as well as maintaining articulation agreements with other Florida Institutions of Higher Learning to assist students who wish to continue their education with other Bachelor degrees. Additionally, the College is active in the community, partnering with employers and community organizations throughout the Panhandle.
33. **Acknowledgment.** By submitting a Proposal, the Proposer acknowledges that he or she has read this RFP, understands it, and agrees to be bound by its terms and conditions.
34. **Time Period for Acceptance.** All Proposals received shall remain firm for a period of one hundred twenty (120) calendar days, after the date specified for receipt of Proposals.
35. **Purchasing Department Website.** The Purchasing Department's website can be found at [www.nwfsc.edu/purchasing/](http://www.nwfsc.edu/purchasing/)
36. **Solicitations Website.**
  - a. The website for **RFP 2020-2021-02 Flight Training Provider** for use during the procurement process is located at: <https://www.nwfsc.edu/about/purchasing/solicitations-and-awards/>
  - b. The following documents and information will be posted on the website:
    - 1) RFP documents
    - 2) Addenda

- 3) Submittal forms (in MS Word format)
- 4) Proposal Tabulation
- 5) Recommendation for Award
- 6) Award; and
- 7) Other information related to this RFP.

37. **Directions to Campus Locations.** Maps and directions to the College's campuses, and floor plans are located at <https://www.nwfsc.edu/campus-maps/>

**RFP 2020-2021-02**  
**Flight Training Provider**  
**Instructions for Preparing Proposals**

All Proposals are subject to Florida Statute 119.07: Public Records

**Forms**

Forms are available at: <https://www.nwfsc.edu/about/purchasing/solicitations-and-awards/>

**Proposed Format - Preparation**

To ensure that all Proposals are fairly evaluated, scored and ranked, it is very important that the Proposals are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your Proposal.

1. It is recommended that a 3-ring binder be used.
2. Include your company name and/or logo on the cover and spine.
3. The proposal should be submitted on 8½" x 11" paper. You may utilize 11" x 17" foldouts for schedules, organizational charts, etc.
4. We request (not require) that you limit your Proposal to 100 pages or less.
5. Please use portrait orientation.
6. The sections should be separated by using divider tabs for easy reference. The tabs should be pre-numbered and/or include the section title.
7. Ensure all information is typewritten. Use either Arial or Calibri fonts. Colored fonts and highlighting may be used.
8. Duplex (2-sided) the pages to the fullest extent possible.

## Copies

1. Submit **one electronic copy** of your Proposal submitted via flash drive.
  - a. The electronic version should be submitted as one document. Do not separate by sections.
  - b. The documents may be PDF format only.
2. Additionally, submit **six (6)** complete sets of your Proposal as follows:
  - a. One (1) original. Please identify the original on the cover labeled “original”.
  - b. Five (5) hard-copies. Please identify the copies on the cover labeled “copy”.
  - c. We highly recommend you consider duplexing (2-side) the hard-copy pages.
3. This quantity is required so that a full and complete copy of your Proposal can be provided to each member of the Evaluation Committee.
4. Each of the binders and electronic copies must be complete, with all supporting documentation.
5. Place the books and electronic media in a sealed box, and deliver to NWFSC’s Purchasing boldly marked as follows:

<p><b>Company Name Return</b> <b>Address</b> <b>RFP #2020-2021-01 Flight Training Proposal</b> <b>Due: June 30, 2021 at 2:00 PM CST</b></p>
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## Proposal Submittal

Proposers shall include the following information/submittals:

1. **Letter of Transmittal.** This **one-page** letter will summarize in a brief and concise manner, the Proposer's positive commitment to perform the work in a professional and timely manner. Additionally, it should state that all information submitted is certified to be true and accurate. The letter must be signed by an official authorized to make such commitments and enter into a contract with NWFSC. The letter must indicate the official's title or authority.
2. **Proposer Information.** Complete the “Proposer Information Form”, which includes:
  - a. **Proposer:** Company/firm name and addresses (street address and mailing address).
  - b. **Contact Person:** Main contact person who should be contacted regarding your proposal, and whom to notify as to short-listing, oral presentations, and recommendation of award.
  - c. **Internet Contact:** Include Contact Person’s Email address, and the firm’s website address (if applicable).

- d. **State:** (ex: *Florida or Alaska*) where incorporated.
  - e. **FEIN:** Provide the **Federal Employer Identification Number** of the Proposer.
  - f. **SSN:** In the case of a sole proprietorship or partnership, provide Social Security numbers for all owners/partners **only if the FEIN is not provided**.
  - g. **Telephone Number:** Direct phone number of the Contact Person. Include extension number.
  - h. **Toll Free:** Direct toll-free phone number of the Contact Person, if applicable.
  - i. **Fax Number:** Direct fax number of the Contact Person.
  - j. **Type of Business:** Identify the type of business entity involved (corporation, sole proprietorship, partnership, joint venture, etc.).
3. **Acknowledgment of Addenda.** Include the acknowledgement page (signed and dated) of the last/final **addendum** issued by NWFSC, if applicable.
4. **Drug-Free Workplace.** If applicable, provide a statement concerning the Proposer's status as a Drug- Free Work Place [DFW]. In accordance with Florida Statute 287.087, whenever two or more proposals are determined to be equal, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.
5. **Subsidiaries.** If applicable, name any subsidiary or affiliated companies in which principals have a **financial interest**. Explain in detail the **Principals' interest** in this company and nature of business.
6. **Appendixes.** Completed Appendixes B, C, D and E.

**RFP 2020-2021-02**  
**Flight Training Provider**

**1. Invitation to Submit a Quote**

Northwest Florida State College (NWFSC) is soliciting for the services of one or more experienced flight-training organizations to perform flight training for an Associate of Science degree in Professional Pilot Science. The Professional Pilot Science program prepares graduates for careers as professional pilots and/or flight instructors. Upon completion of the program, the student will be prepared to earn a Federal Aviation Administration (FAA) Commercial Pilot Certificate, Single and Multi-engine Land, with an Instrument Rating. This program also prepares students for additional certificates in Certified Flight Instructor Airplane, and optional Certified Instrument Flight Instructor. The specific courses to be taught are described in Appendix A.

**2. Background**

The program structure includes the maximum use of new-generation light aircraft (light-sport aircraft), multi-engine training aircraft, and optional simulation devices. Training science and aviation research has demonstrated the need for novel instructional methods to ensure the proficiency and professionalism of tomorrow's workforce. NWFSC is looking for forward-thinking organizations with which to collaborate in preparing students for the next generation of aviation activities.

**3. Scope of Work**

The flight training provider (FTP) for the NWFSC Professional Pilot program will conduct in-flight aircraft instruction per the course descriptions displayed in Appendix A. A coordinated program of instruction by the FTP will result in completion of the academic courses, FAA knowledge tests, and FAA airman certification. It is expected that the syllabi employed in the training of NWFSC students will be scenario-based and incorporate human-factors training throughout the course of instruction. The FTP primary or satellite facilities will be located at the Bob Sikes Regional Airport in Okaloosa County, Florida.

**4. Current Status of Program**

The NWFSC Professional Pilot Program is located at the Bob Sikes Regional Airport, in Crestview, Florida. The program provides training and education in Professional Pilot Science: Associate of Science in Professional Pilot Science. Ground school courses are offered for Private Pilot, Instrument Pilot, Commercial Pilot, and Certified Flight Instructor in preparation for the Federal Aviation Administration (FAA) written/computer knowledge pilot exams.

The College currently provides Private Pilot ground school instruction with its own faculty at the Crestview and Niceville campuses. Through this solicitation of a flight-training provider, the College is interested in close integration of ground, flight, and optional simulator instruction.

**5. Minimum Requirements and Experience of Flight Training Provider**

This section outlines the minimum technical requirements and minimum experience levels of the Flight Training Provider (FTP). The Flight Training Provider will:

- a. Utilize an FAA-approved training syllabus or an acceptable Commercial Off-the-Shelf (COTS) syllabus for all courses provided. Each syllabus will be easily parsed to coordinate with the structure of the course descriptions found in Appendix A. All flight courses will integrate ground and FSTD or aircraft training using scenario-based instruction and learner-centered grading.
- b. Have a Policy and Procedures Manual and adhere to the provisions therein.
- c. Have adequate and detailed Aircraft Standardization Manuals for each aircraft operated within the college program.
- d. Have and maintain a superior safety record for all aspects of the operation.
- e. Participate in FAA and other appropriate safety programs and initiatives.
- f. Participate with the Aviation Program Director or designee in monthly flight student meetings to address issues pertaining to flight training and student success.
- g. Accept and abide by the terms of the NWFSC Professional Pilot Program Operations Manual, and participate in a regular review and revision effort of that document.
- h. Have facilities and equipment and provide services from the Bob Sikes Regional Airport in Okaloosa County, Florida, or be able to demonstrate a proposal to accomplish this requirement before the execution of flight training activities.
- i. Maintain student, dispatch, and maintenance records, preferably electronically, for a minimum of five (5) years.
- j. Hold a US 14 CFR Part 141 Air Agency Certificate for all flight courses to be offered by the FTP.
- k. Have the capability of obtaining Transportation Security Administration (TSA) clearance.
- l. Be approved by the Veteran's Administration and be eligible for inclusion in courses approved under the Post 9/11 GI Bill.
- m. Require all ground, Flight Simulation Training Device (FSTD), and flight instructors providing training for NWFSC students to hold the appropriate certificates and ratings for the courses taught for a minimum of six (6) months or be a graduate of the NWFSC Professional Pilot Program Flight Instructor courses; and
  - 1) have given 200 hours of flight instruction or be a graduate of the NWFSC Professional Pilot Program Flight Instructor courses; and
  - 2) have successfully completed the NWFSC Instructor Standardization and Proficiency Program.
- n. Designate a Chief or Assistant Chief Flight Instructor responsible for the NWFSC students, who shall, at a minimum, have the qualifications required by 14 CFR Part 141 to hold the position of Chief Flight Instructor or Assistant Chief Flight Instructor, as appropriate, and

- 1) hold valid FAA Flight Instructor certificates for all programs;
  - 2) have a minimum of one year recent experience in an FAA Part 141 approved flight school as a flight instructor or a minimum of two (2) years' experience as a flight instructor providing flight training.
- o. Assign Chief Instructor as a member of the NWFSC Aviation Safety Team and Aviation Program Review Board. Both groups meet monthly, and regular attendance and participation are required.
- p. Adhere to the dress code specified by NWFSC.
- q. Supply aircraft and optional FSTDs of the types, specifications, and quantities set forth in response to the Schedule of Fees. The aircraft shall comply with the following:
- 1) Dispatch reliability of fleet will be greater than 90 percent;
  - 2) Fleet will provide advanced aircraft technology, including but not limited to electronic flight information systems ("glass cockpits"), autopilots, global position systems (GPS), synthetic vision, and traffic/weather information, though not all fleet aircraft will be required to contain such equipment.
  - 3) Fleet will be equipped to comply with the provisions of the applicable FAA Practical Test Standards, Aircraft and Equipment Required for the Practical Test; and
  - 4) Aircraft will be appropriately maintained in an airworthy condition.
- r. Maintain insurance at a level required by NWFSC.

**Note:** The College prefers that the FTP have an established initial employment and random drug- testing program for all employees.

## 6. Selection Criteria and Site Visits

- a. Proposals shall be evaluated based on the requirements set forth in this RFP. Selection of the candidate will be at the discretion of the College and will be based on the proposal that the College deems to be the most responsive and responsible, and serves the best interests of the College.
- b. Each FTP's proposal will be reviewed by an evaluation committee and scored using criteria and point values listed in Appendix E. The total maximum number of points available for each criterion is listed with the total maximum overall of 210 points. This does not limit the information used to evaluate the FTP; it provides a guide.
- c. NWFSC reserves the right to visit the premises of any flight provider who submits a Price Quote (Appendix C). It is expected that items required, but not submitted with the Price Quote (for example, Policy and Procedures Manual, flight training curricula, student scheduling process, course lesson plans, instructor standardization program, aircraft maintenance records, etc.) will be reviewed on site. The evaluation committee will further evaluate the FTP candidate, per the evaluation table in Appendix E, for an additional 90 possible points.
- d. Selected candidates may be required to make on-site oral and visual presentations or demonstrations at the request of the College. The College will schedule the time and location for any presentations. Costs and equipment for such presentations are the responsibility of the candidate.



- e. Proposals will be reviewed by an evaluation committee and will be assessed based on the following criteria set forth in this RFP.
- f. Candidates not selected will be notified by email.

**RFP 2020-2021-02**  
**Flight Training Provider**  
**Appendix A**  
**COURSE DESCRIPTIONS**

**Note:** Courses asterisk are to be taught by Flight Training Provider(s)

**Core Program Courses**

**ENC 2210 - Technical Report Writing - 3 Credit Hours**

The course covers the fundamentals of technical report writing, mechanics, and style. Various types of reports are prepared and evaluated. The course also includes reading and analysis of technical literature as well as oral reporting.

**ASC 1870 Aviation Safety - 3 Credit Hours**

The primary goal of this course is to provide aspiring aviation professionals with a comprehensive understanding and enhanced awareness of aviation safety. Class participation in analyzing the probable cause of selected aviation accidents, field trips, and guest speakers will be featured. Federal agencies which regulate aviation, with emphasis on those concerned with safety, will be studied. Information on how flight affects the human body and actions to minimize adverse effects.

**ASC 2473 Human Factors and Resource Management - 3 Credit hours**

This course provides an introduction to the field of human factors, which focuses on the interaction between humans and machines in the complex aviation environment. Human physiology and human performance within the flight environment are examined in depth. Students apply human factors concepts to single pilot resource management (SRM) and crew resource management (CRM) within the framework of threat and error management (tem). Professionalism in aviation is a major focus of the course.

**ASC 2210 Aviation Meteorology - 3 Credit Hours**

This introductory level course acquaints the aviation student with the fundamentals of the Earth's atmosphere, current theories on meteorology, and the effects of weather on aircraft and air traffic control. Particular emphasis will be given to the acquisition and interpretation of weather reports and forecasts from various weather information sources. Aviation weather is specifically designed for the aviation student wishing to improve his knowledge and understanding of aviation weather (both theory and services) beyond that necessary for any of the FAA computer-based pilot knowledge tests.

**ASC 2550 Aerodynamics - 3 Credit Hours**

An analysis of the physical laws and aerodynamic principles which govern the flight and performance of aircraft stability and control, weight and balance, and aircraft instruments affecting flight operational considerations of controllable pitch propellers, retractable gear, weather, and precision maneuvers.

**ASC 1610 Aircraft Systems and Components - 3 Credit Hours**

This course provides students with a basic understanding of the various types of aircraft engines, systems, and structures in use in both general aviation and transport category aircraft (airliners). Students will learn about engine types and their construction, operating procedures, and performance. Aircraft structures and construction methods will also be examined, along with an overview of hydraulic, electric, pressurization, fuel, and anti-ice systems.

### ASC 1320 Aviation Laws and Regulations - 3 Credit Hours

Upon completion of the course, the student will be able to describe and explain the activities and roles played by federal, state, and local aviation entities. Will be able to outline the manner in which the FAA enforces aviation administrative regulations. Will be able to differentiate between the public and private sectors of aviation liability and describe methods to minimize risk. Will be able to compare and contrast domestic and international aviation law.

### ATT 1100 - Private Pilot Ground School - 3 Credit Hours

An introductory survey of the subjects pertaining to flight; aircraft operation and performance, weather, pilotage, air traffic control and Federal Aviation Regulations in preparation for the Federal Aviation Administration Private Pilot Written examination.

### \*ATF 2305L Instrument Pilot Flight - 1 Credit Hours (38 flight hours)

This course provides the training required for the FAA Instrument Airplane rating. It includes 38 hours of dual flight instruction and 9 hours of ground instruction and pre-/post flight briefings with an FAA-approved flight instructor. The course requirements are met when the student earns his or her Instrument rating. It should be noted that the hours above are based on FAA syllabus minimums, and students will often exceed these minimum hours. The cost for these additional flight hours is not covered by the course fee. Pilot students are expected to fly at least three flights per week, not counting Sundays. Students who cannot commit to such a schedule are not likely to pass. This course also has special requirements, which students must meet prior to enrolling: 1. students must hold a Private Pilot, Airplane Single-Engine Land certificate, 2. students must hold a minimum of an FAA third-class medical certificate (current second class for GI Bill students), 3. students must be U.S. citizens or have TSA authorization to start flight training, 4. students must meet with the Program Manager to verify documentation and review course requirements and flight training costs. Northwest Florida State College provides the flight instruction through a College-contracted flight school. NWFSC does not waive the course fees for this program for active duty military students using Tuition Assistance.

Prerequisite(s): Students must hold a Private Pilot, Airplane Single-Engine Land certificate.

Prerequisite(s)/Corequisites: Must be enrolled in, or have completed ATT 1120.

### \*ATF 2530L Certified Flight Instructor Instrument - 1 Credit Hour (15 flight hours)

This course provides a study of the aeronautical skills and abilities required for the Certified Flight Instructor Airplane Certificate. Students apply skills from prior classes to explain, demonstrate, and analyze flight maneuvers and resource management skills involved with Private Pilot, Commercial Pilot, and Flight Instructor Certificates. The course also provides practical flight instruction experiences. Students must complete the appropriate flight lessons and pass the Federal Aviation Administration's Flight Instructor Airplane Single Engine Practical Exam to satisfactorily complete the course. Flight training fees (in addition to the cost of tuition) are required and must be paid in advance of the course start date. Flight training fees for this course are based on 25 hours of flight training, which is the minimum number of flight hours allowed by the FAA for completion of the Flight Instructor - Airplane Certification. Any additional training required beyond the FAA minimum is the financial responsibility of the student. This course also has special requirements, which students must meet prior to enrolling: 1. students must hold a Private Pilot, Airplane Single-Engine Land certificate, 2. students must hold a minimum of an FAA third-class medical certificate (current second class for GI Bill students), 3. students must be U.S. citizens or have TSA authorization to start flight training, and 4. students must meet with the Program Manager to verify documentation and review course requirements and flight training costs. Northwest Florida State College provides the flight instruction through a College-contracted flight school. NWFSC does not waive the course fees for this program for active duty military students using Tuition Assistance.

Prerequisites: ATF 2500L and ATF 2305L

**\*ATT 1120 Instrument Rating Ground School - 3 Credit Hours**

This course provides the classroom instruction required for instrument flight training and the FAA Instrument-Airplane Knowledge Test. Topics include flight by instrument reference, flight physiology, IFR aircraft operations and procedures, radio navigation, in-route charts, instrument approach procedures, flight planning, weather, and IFR regulations. Students who complete the course satisfactorily may earn the required endorsement to take the FAA Instrument Rating Knowledge Test. Students are required to be enrolled in, or have completed, this course prior to beginning Instrument flight training. NWFSC does not waive the course fees for this program for active duty military students using Tuition Assistance.

Prerequisites: students must hold a Private Pilot, Airplane Single-Engine Land certificate

**\*ATT 2110 Commercial Pilot Ground School - 3 Credit Hours**

This course provides the classroom instruction required for Commercial Pilot flight training and the FAA Commercial Pilot-Airplane Knowledge Test. Topics include advanced aircraft systems, high performance engines, retractable landing gear, and environmental systems, advanced performance charts, maximizing aircraft performance, and regulations relating to commercial operations. Students who complete the course satisfactorily may earn the required endorsement to take the FAA Commercial Pilot-Airplane Knowledge Test. Students are required to be enrolled in, or have completed, this course prior to beginning Commercial Pilot flight training.

NWFSC does not waive the course fees for this program for active duty military students using Tuition Assistance.

Prerequisites: students must hold a Private Pilot, Airplane Single-Engine Land certificate

**\*ATF 2201L Commercial Flight I - 1 Credit Hours (44 flight hours)**

This is the first of three courses needed to complete the training required for the FAA Commercial Pilot certificate for single-engine airplanes. This course covers the first phase of commercial pilot training: cross-country navigation and flight review. It includes 33 hours of solo flight, 11 hours of dual flight instruction, and five hours of ground instruction and pre-/post flight briefings with an FAA-approved flight instructor. After completing this course, students take Commercial Flight II and III to meet the requirements for the Commercial Pilot certificate. It should be noted that the hours above are based on FAA-syllabus minimums, and students may exceed these minimum hours. The cost for these additional flight hours is not covered by the course fee. Pilot students are expected to fly at least three flights per week, not counting Sundays. Students who cannot commit to such a schedule are not likely to pass. This course also has special requirements, which students must meet prior to enrolling: 1. students must hold a Private Pilot, Airplane Single-Engine Land certificate, 2. students must hold a minimum of an FAA third-class medical certificate (current second class for GI Bill students), 3. students must be U.S. citizens or have TSA authorization to start flight training, and 4. students must meet with the Program Manager to verify documentation and review course requirements and flight training costs. Northwest Florida State College provides the flight instruction through a College-contracted flight school. NWFSC does not waive the course fees for this program for active duty military students using Tuition Assistance.

Prerequisites: Student must hold a Private Pilot, Airplane Single-Engine Land certificate

Pre/Co-requisites: ATT 2110

**\*ATF 2202L Commercial Flight II - 1 Credit Hours (46 flight hours)**

This is the second of three courses needed to complete the training required for the FAA Commercial Pilot certificate for single-engine airplanes. This course covers the second and third phases of commercial pilot training: cross-country time-building. It includes 32 hours of solo flight, 14 hours of dual flight instruction, and five hours of ground instruction and pre-/post flight briefings with an FAA-approved flight instructor. After completing this course, students take Commercial Flight III to complete the requirements for the Commercial Pilot certificate. It should be noted that the hours above are based on FAA-syllabus minimums, and students may exceed these minimum hours. The cost for these additional flight hours is not covered by the course fee. Pilot students are expected to fly at least three flights per week, not counting Sundays. Students who cannot commit to such a schedule are not likely to pass. This course also has special requirements, which students must meet prior to enrolling: 1. students must hold a Private Pilot, Airplane Single-Engine Land certificate, 2. students must hold a

minimum of an FAA third-class medical certificate (current second class for GI Bill students), 3. students must be U.S. citizens or have TSA authorization to start flight training, and 4. students must meet with the Program Manager to verify documentation and review course requirements and flight training costs. Northwest Florida State College provides the flight instruction through a College-contracted flight school. NWFSC does not waive the course fees for this program for active duty military students using Tuition Assistance.

Prerequisites: Student must hold a Private Pilot, Airplane Single-Engine Land certificate

Pre/Co-requisites: ATF 2201L

**\*ATF 2203L Commercial Flight III - 1 Credit Hours (30 flight hours)**

This is the third of three courses needed to complete the training required for the FAA Commercial Pilot certificate for single-engine airplanes. This course covers the fourth and fifth phases of commercial pilot training: commercial maneuvers and complex airplane training. It includes 30 hours of dual instruction including 10 hours in a complex airplane, and 12 hours of ground instruction and pre-/post flight briefings with an FAA approved flight instructor. The course requirements are met when the student earns his or her Commercial Pilot certificate for single-engine airplanes. It should be noted that the hours above are based on FAA-syllabus minimums, and students will often exceed these minimum hours. The cost for these additional flight hours is not covered by the course fee. Pilot students are expected to fly at least three flights per week, not counting Sundays. Students who cannot commit to such a schedule are not likely to pass. This course also has special requirements, which students must meet prior to enrolling: 1. students must hold a Private Pilot, Airplane Single-Engine Land certificate, 2. students must hold a minimum of an FAA third-class medical certificate (current second class for GI Bill students), 3. students must be U.S. citizens or have TSA authorization to start flight training, and 4. students must meet with the Program Manager to verify documentation and review course requirements and flight training costs. Northwest Florida State College provides the flight instruction through a College-contracted flight school. NWFSC does not waive the course fees for this program for active duty military students using Tuition Assistance.

Pre/Co-requisites: ATF 2202L

**\*ATF 2400L Multi Engine Flight - 1 Credit Hours (15 flight hours)**

This course provides both the ground and flight training needed to earn the FAA Multi-Engine rating. It includes 10 hours of dual flight instruction and 18 hours of ground instruction and pre-/post flight briefings with an FAA approved flight instructor. The course requirements are met when the student earns his or her Multi-Engine Commercial rating. It should be noted that the hours above are based on FAA-syllabus minimums, and students will often exceed these minimum hours. The cost for these additional flight hours is not covered by the course fee. Pilot students are expected to fly at least three flights per week, not counting Sundays. Students who cannot commit to such a schedule are not likely to pass. This course also has special requirements, which students must meet prior to enrolling: 1. students must hold a Private Pilot, Airplane Single-Engine Land certificate, 2. students must hold a minimum of an FAA third-class medical certificate (current second class for GI Bill students), 3. students must be U.S. citizens or have TSA authorization to start flight training, and 4. students must meet with the Program Manager to verify documentation and review course requirements and flight training costs. Northwest Florida State College provides the flight instruction through a College-contracted flight school. NWFSC does not waive the course fees for this program for active duty military students using Tuition Assistance.

Pre/Co-requisites: ATF 2203L

**\*ATT 2131 Certified Flight Instructor Ground - 3 Credit Hours**

This course provides the classroom instruction required for Certified Flight Instructor training and both the FAA Fundamentals of Instructing and Flight Instructor-Airplane Knowledge Tests. Topics include the learning process, elements of effective teaching, student evaluation and testing, course development, lesson planning, and classroom training techniques. NWFSC does not waive the course fees for this program for active duty military students using Tuition Assistance.

Prerequisites: ATF 2203L

**\*ATF 2500L Certified Flight Instructor - 1 Credit Hours (25 flight hours)**

This course provides the training needed to earn the FAA Certified Flight Instructor certificate for airplanes. It includes 25 hours of dual flight instruction and 6 hours of ground instruction and pre-/post flight briefings with an FAA approved flight instructor. The course requirements are met when the students earns his or her Certified Flight Instructor certificate for airplanes. It should be noted that the hours above are based on FAA-syllabus minimums, and students will often exceed these minimum hours. The cost for these additional flight hours is not covered by the course fee. Pilot students are expected to fly at least three flights per week, not counting Sundays. Students who cannot commit to such a schedule are not likely to pass. This course also has special requirements, which students must meet prior to enrolling: 1. students must hold a Private Pilot, Airplane Single-Engine Land certificate, 2. students must hold a minimum of an FAA third-class medical certificate (current second class for GI Bill students), 3. students must be U.S. citizens or have TSA authorization to start flight training, and 4. students must meet with the Program Manager to verify documentation and review course requirements and flight training costs. Northwest Florida State College provides the flight instruction through a College-contracted flight school. NWFSC does not waive the course fees for this program for active duty military students using Tuition Assistance.  
Pre/Co-requisites: ATF 2131L

**\*ATF 2500L Certified Flight Instructor 1 Credit Hours (25 flight hours)**

This course provides the training needed to earn the FAA Certified Flight Instructor certificate for airplanes. It includes 25 hours of dual flight instruction and 6 hours of ground instruction and pre-/post flight briefings with an FAA approved flight instructor. The course requirements are met when the students earns his or her Certified Flight Instructor certificate for airplanes. It should be noted that the hours above are based on FAA-syllabus minimums, and students will often exceed these minimum hours. The cost for these additional flight hours is not covered by the course fee. Pilot students are expected to fly at least three flights per week, not counting Sundays. Students who cannot commit to such a schedule are not likely to pass. This course also has special requirements, which students must meet prior to enrolling: 1. students must hold a Private Pilot, Airplane Single-Engine Land certificate, 2. students must hold a minimum of an FAA third-class medical certificate (current second class for GI Bill students), 3. students must be U.S. citizens or have TSA authorization to start flight training, and 4. students must meet with the Program Manager to verify documentation and review course requirements and flight training costs. Northwest Florida State College provides the flight instruction through a College-contracted flight school. NWFSC does not waive the course fees for this program for active duty military students using Tuition Assistance.  
Pre/Co-requisites: ATF 2131L

**\*ATT 2111 Aircraft Systems Advanced 3 Credit Hours**

This course enhances the classroom instruction required for Commercial Pilot flight training. Topics include advanced aircraft systems, high performance engines, retractable landing gear, and environmental systems, advanced performance charts, maximizing aircraft performance, and regulations relating to commercial operations.  
Prerequisites: ASC 1610

**ASC 2560C - Unmanned Aerial Vehicles & Systems - 3 Credit Hours**

This course is a survey of unmanned aerial vehicles (UAV) and systems, emphasizing the military and commercial history, growth and applications of UAVs. Course will include basic acquisition, use and operation of UAVs with an emphasis on operations.

**CGS 1100 Microcomputer Applications - 3 Credit Hours**

This is a hands-on course using computer software including discussion and practical applications of the Windows operating system, computing concepts, Internet, word processing, spreadsheets, database management, presentation software, and various communications topics.

**MAN 2021 Principles of Management - 3 Credit Hours**

Each function of management is analyzed and described in a systematic manner. Both the distilled experience of practical managers and the findings of scholars are presented. Other aspects of management are presented such

as management process and concepts analysis of the technical knowledge and skills of managers, influences upon managerial decision-making process, and the psychological principles inherent in management.

**RFP 2020-2021-02  
 Flight Training Provider  
 Appendix B  
 AIRCRAFT LISTING**

Company: \_\_\_\_\_ Date: \_\_\_\_\_

N-Number	Serial Number	Make	Model	Year	Airframe Total Time	Engine Time (Total/SMOH)	Equipment (VFR/IFR/Glass)	Hourly Rate



**RFP 2020-2021-02**  
**Flight Training Provider**  
**Appendix C**  
**PRICE QUOTE**

Course Number	Ground Hours/Cost per hour	FSTD Type Hours/Cost per hour	Aircraft Type Hours/Cost per hour	Aircraft Type Hours/Cost per hour	Training Materials	FAA Knowledge / Practical Test	Total Course Cost	With Block Discount
Aircraft or FSTD Type								
ATF 2201L								
ATF 2202L								
ATF 2203L								
ATF 2400L								
ATF 2500L								
ATF 2530L								
ATF 2305L								

Proposer: \_\_\_\_\_ Date: \_\_\_\_\_

List Additional Costs or Details on Separate Sheet.

**RFP 2020-2021-02**  
**Flight Training Provider**  
**Appendix C**  
**PRICE QUOTE**

Proposer: Ace Aviation Academy Date: April 27, 2021

Course Number	Ground Hours/Cost per hour	FSTD Type Hours/Cost per hour	Aircraft Type Hours/Cost per hour	Aircraft Type Hours/Cost per hour	Training Materials	FAA Knowledge/ Practical Test	Total Course Cost	With Block Discount
Aircraft or FSTD Type		FRASCA 141	Piper Sport	PA-28	CBT			
ATF 1100L	12 \$45	7 \$120	5 \$195	3 \$220	\$450	\$150	\$3615	\$2892
ATF 2305L						\$450	\$2985	\$2388
ATF 2211L								
ATF 2403L								
ATF 2500								
ATF 2530								
ATF 2510								

Example

List Additional Costs or Details on a Separate Sheet.

**RFP 2020-2021-02**  
**Flight Training Provider**  
**Appendix D**  
**COMPLIANCE SURVEY**

**D.1 COMPLIANCE AND ACCEPTANCE:** The Proposer, by signing their Proposal certifies agreement with the terms of their Proposal and further certifies compliance with all terms, conditions, and guidelines stated in this RFP.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.2 PROVISION OF SERVICE:** The Contractor shall use its best efforts, skills and abilities to perform, or cause all others employed or retained by it (including, without limitation, the Instructors) to perform the following services (collectively, the "Services") in accordance with the standards of care, diligence and professional skill consistent with recognized aviation industry practices, which Services shall comply with, satisfy and be subject to all applicable federal, state, county and local statutes, codes, laws, rules, regulations, ordinances, orders and standards (collectively, the "Applicable Laws"), including, but not limited to the applicable FAA regulations.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.3 FLIGHT TRAINING SERVICES:** During all term(s) of this Agreement, the Contractor will provide flight training for the Students ("Flight Training") for courses of descriptions as set forth in (Appendix "A" attached hereto) and incorporated herein by this reference as such courses may be amended by the parties (the "Flight Courses"). The Contractor shall provide sufficient Instructors and Aircraft to enable completion of the specific types of Flight Training for each Student in accordance with the Flight Courses. All Flight Training provided by the Contractor shall follow Part 141 of the Federal Aviation Regulations, 14 CFR or any successor provision thereto.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.4 FLIGHT TRAINING SCHEDULES & ADMINISTRATION OF COURSES:** The Flight Training course syllabi provided by the Contractor shall be in accordance with FAA requirements and be coordinated with the College's Flight Training Representative. Any significant departure from the syllabi by the Instructors must be coordinated with the College's Aviation Representative and pre- approved in writing by the College. The Contractor shall permit the College's Flight Training Representative to coordinate the registration of Students for Flight Courses. The Contractor shall agree to provide weekly student flight training status reports, to include hours flown, stage completion status and exam results, unsatisfactory or incomplete lessons or lesson subtasks, remedial or extra instruction given, and instructor amplifying remarks and comments.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

D.4.1 Contractor awarded any resulting agreement shall maintain a flight progress folder, including the number of each student's dual and solo flying hours completed. Only the following individuals are allowed by Florida Statute to inspect or request copies of this folder; the student involved, the contractor's flight instructor and chief flight instructor, the College's Flight Training Representative, or the College Registrar.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

D.4.2 Contractor agrees to comply with all regulations and procedures established by the Veterans Administration and the College's Veterans Affairs Enrollment Services Manager for administering aviation training programs.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

D.4.3 Contractor agrees that it will not assign during any term of this contract either its duties or rights under this agreement to any other person or corporation.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.5 COURSE OUTLINES AND CONTENT:** Contractor shall provide each student with a course syllabus, including

hourly lesson plans for each Flight Course offered on behalf of the College.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.6 CONTRACTOR PERFORMANCE:** The Contractor will ensure that each student has been briefed by the College’s Flight Training Representative PRIOR to initiating any action to enroll students in flight training.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

A. Contractor agrees to provide enough flight instructors and aircraft throughout any College term to allow timely completion of each student’s training.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

B. Partnerships and Cooperative Agreements: The College prefers all possible internship and job placement opportunities for its pilot students. Proposers are encouraged to include a narrative, labeled as “Response to Appendix D.06 (B)” of what internships (employment with pay), other “on-the-job-training,” and job placement opportunities that will be made available by the flight training provider as appropriate for any or all fields of the aviation industry that pertain to the provider’s operation.

Narrative Attached?  Yes  No If No, Explain \_\_\_\_\_

C. TO BE RESPONSIVE, Contractor shall partner with the College to approve the College’s ground school courses listed on Appendix A under the Contractors FAA Part 141 certificate.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

D. TO BE RESPONSIVE, contractor shall collaborate with the College to incorporate the optional flight simulation devices listed in Section 4 into their Part 141 Training Course Outline (TCO) and syllabi, to maximize the benefits of scenario-based flight simulation training.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.7 INSTRUCTORS:** The Contractor agrees and shall always ensure that the Instructors used to provide Flight Training hereunder will:

A. Hold a current and valid FAA Flight Instructor’s Certificate and appropriate ratings as required and all other required qualifications listed herein.

Comply?  Yes  No If No, Explain \_\_\_\_\_

B. Have completed a standardization flight check within the preceding twelve-month period by the Contractor’s chief pilot or other qualified person in accordance with Part 141 Flight School requirements.

Completed?  Yes  No If No, Explain \_\_\_\_\_

**D.8 COLLEGE ACCESS TO CONTRACTOR’S PREMISES/AIRCRAFT/EQUIPMENT/RECORDS PERTAINING TO the College’s FLIGHT TRAINING PROGRAM:** Contractor agrees that the College’s Flight Training Representative, State Auditor General’s Office, and such other authorized personnel of the Board shall have scheduled access to the Contractor’s premises, aircraft, equipment, and records utilized by the Contractor to confirm the quality of instruction, invoicing, and other matters relating to the Contractor’s performance of the Services.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

D.8.1 For the purposes of exercising due diligence and flight training program assessment, Contractor agrees that the College’s Flight Training Representative, and other qualified and designated College instructors, shall be permitted to periodically conduct “quality of instruction” monitoring and flight training student oversight via actual delivery of flight lessons and/or flight or ground lesson observation of students with his or her designated instructor.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.9 SALE OF EQUIPMENT/MATERIALS:** The Board or its authorized representative reserve the right to approve all materials and ancillary equipment which the Contractor shall offer for sale to the Students and the price to be charged for such materials and equipment; provided, however, that the Board's approval shall not be unreasonably withheld so long as such prices are in conformity and not exceed the prices generally charged locally for such materials and equipment.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.10 AIRCRAFT & EQUIPMENT OPERATION:** Contractor shall have the responsibility and duty to determine the way the Contractor's aircraft and equipment shall be operated during Flight School training and shall develop and distribute to each Student the Contractor's rules, operating procedures, and practices. The College agrees that its students shall observe and obey all orders which may be given by the contractor's instructors during the training period. The Contractor shall have the responsibility to recommend in writing to the College's Flight Training Representative dismissal of a particular Student from Flight Training for reasons of failure to demonstrate satisfactory performance in any phase of Flight Training or for reasons of failure to abide by the regulations distributed to each Student by the Contractor for Flight Training or operation of Aircraft or being financially delinquent. All sources of remediation should be investigated prior to recommendation to terminate flight training. Actual termination will only take place upon the agreement of the Contractor and the College's Flight Training Representative.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.11 PROVISION OF AIRCRAFT:** For purposes of conducting the flight Training hereunder, Contractor agrees to supply training aircraft appropriate for the training required as stipulated in Appendix A. The proposed types of aircraft for each Course are to be listed on the fixed price list pages in the area provided. The types and quantity of aircraft must be approved by the College's Flight Training Representative. During the term of the contract, the Contractor may not change types and quantity of aircraft without written notification to the College.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

D.11.1 Contractor shall maintain the following minimum equipment in operational condition. Contractor agrees that its flight equipment shall:

- A. Maintain in an operative condition the minimum equipment for Day/Night VFR/IFR operations as appropriate, for the type of training being provided, in accordance with 14 CFR Part 91.205.
- B. Maintain the necessary equipment to operate in Class B, C, D, and E airspace.
- C. For commercial complex training, shall contain all the equipment listed in the Proposal and meet all FAR requirements for complex aircraft.

Agreed?  Yes  No If No Explain \_\_\_\_\_

D.11. 2 Contractor agrees that throughout the Term of this Agreement, the Aircraft will be fully insured as defined herein required, fully certificated by the FAA, Federal Communication Commission (FCC), and will be operated in compliance with all applicable laws and applicable airworthiness directives, licenses, and registrations.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

D.11.3 In addition, the Contractor will not use or permit the Aircraft:

- A. To be operated or located in any area excluded from the coverage by the insurance required in accordance with the "Insurance Section" of this Proposal defined hereunder and

Agreed?  Yes  No If No, Explain \_\_\_\_\_

- B. To be used for Flight Training if the College's Flight Training Representative has a reasonable

doubt as to the Aircraft's material condition. Unacceptable aircraft material condition will be determined through visual inspection, logbook verification, or excessive outstanding discrepancies as determined by the College's Flight Training Representative and Contractor's director of maintenance.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

D.11.4 Contractor shall, at its sole cost and expense, furnish all fuel and oil, all maintenance, repairs, and major overhauls as set forth in the "Maintenance & Inspection Section" below and all other services to maintain the Aircraft in good operating condition as specified in all applicable FAR regulations.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.12 MAINTENANCE & INSPECTION:** Contractor agrees, at its sole cost and expense, to maintain, service, overhaul, repair, replace, inspect and test each Aircraft and each of its parts and components, including, without limitation, the engines, the airframes and the avionics and instruments in accordance with FAA-approved maintenance and inspection programs and in accordance with all other Applicable Laws, so as to keep the Aircraft and its parts and components in good operating condition and so as to maintain the airworthiness certificate of the Aircraft. In addition to the foregoing, the aircraft to be used for Instrument Flight Training shall be maintained in accordance with all Applicable Laws, including, without limitation, FAR Sections 91.411, 91.413 and 91.171 so that all instrument checks necessary for legal IFR flight are current and logged in as required thereby. The Contractor also agrees to maintain both the interior and exterior of the Aircraft in a neat, clean, and presentable condition. The Contractor shall have access to available certified maintenance and appropriate hangar facilities for engine and airframe maintenance and repair and be able to obtain certified avionics repair. Contractor shall perform all such maintenance and repair work in a professional and workmanlike manner consistent with industry standards and in strict conformance with Applicable Laws to keep the Aircraft in completely airworthy condition as required for use under this agreement. Contractor shall ensure that normal flight operation will not be excessively hindered due to maintenance problems and will make all such arrangements to see to such.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.13 AIRCRAFT AVAILABILITY:** If any aircraft identified in resultant agreement becomes or will become unavailable for a prolonged period (greater than seven calendar days), Contractor shall notify the College in writing and provide immediate access to a substitute aircraft that is at least of the same capability and at the same hourly rate to the student.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.14 STUDENT ACCOMMODATION:** If any Aircraft is grounded for mechanical reasons during Flight Training instruction at a pre-approved training destination other than its home base, Contractor shall in addition to repairing the Aircraft, make appropriate arrangements, to accommodate any Students who are required to remain overnight at the Contractor's cost.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.15 STUDENT MEDICAL CERTIFICATION:** Prior to the commencement of any Flight Courses, Contractor shall ensure that the Students have received an appropriate medical certificate issued by an FAA Medical Examiner. The Contractor shall not provide course instruction to any Student who has not received such certificate and provided a copy thereof to the Contractor. The Contractor shall maintain copies of all certificates for a period of one year after expiration of the Term. The failure to obtain the certificate shall be a material breach of this Agreement which, in addition to such other remedies to which the Board may be entitled, would entitle the Board to terminate this Agreement for cause.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.16 PRICES:** The prices quoted herein are valid for and will remain fixed and firm during the initial agreement period or until change in price due to changing equipment or significant fuel costs has been approved by the College in writing. If the Contractor proposes to make any changes in price, the Contractor shall submit the requested changes

and justification for the changes to the College at least 60 calendar days prior to the beginning of the next academic term when the requested change would be effective. A written acknowledgement will be returned to the Contractor within fifteen (15) business days. The Contractor will be notified after the College's Board of Trustees (who meets monthly) has approved or disapproved the requested changes and the effective date of the change. The Contractor may not increase costs to College students (including the addition of a temporary fuel surcharge) until approval has been given in writing by amendment of the written agreement and is signed by both parties. Prices will remain fixed and firm during the length of a defined agreement term.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.17 INVOICES:** The Contractor shall submit to the College, invoices for ground and flight training completed with enrolled students. Those invoices will be validated by the College's Flight Training Representative and submitted to the College's Bursar's office/Accounts payable department for payment. Both the Contractor and College Flight Training Representative will track student's available funds. Contractor agrees to net 30 days payment terms after receipt of an accepted invoice to receive payment for services rendered via College check from the College's accounts payable department.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.18 RECORDS AND REPORTS:** Contractor shall prepare and maintain all records, logs, manuals, and other materials required by the FAA and any other applicable governmental authority having jurisdiction over the operation of the Aircraft to be maintained in respect of the Aircraft or any of its parts and components. In addition, Contractor shall keep and maintain accurate books and records relating to the provision of any of the Services hereunder, including, without limitation, the Flight Training records for the Students. The State Auditor General, the Board or its authorized representatives shall have the right to inspect, copy and audit without cost all such books and records upon reasonable written notice during normal business hours.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.19 EMPLOYEE ADMINISTRATION:** It is understood and agreed that the Contractor is thereby responsible for administrative employment taxes, providing workers compensation coverage, obtaining disability, liability and life and group health insurance, and providing for pension plan coverage as well as non-obligatory fringe benefit programs for its employees, where applicable.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

D.19.1 The Contractor agrees to hold the College harmless from direct out of pocket expenses of same which may result from the Contractor failure to withhold these taxes, failure to provide benefits for their employees, or failure to conduct itself in accordance with applicable State and Federal Law.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.20 FAMILIARITY WITH LAWS:** All Proposers are required to comply with all federal, state, and local statutes, regulation, policy, and procedure controlling the action or operation of this Proposal. All references in this RFP to applicable laws shall be deemed to be references to all such federal, state, and local statutes, regulation, policy, and procedure as the same may be amended from time-to-time and any successor all federal, state, and local statutes, regulation, policy, and procedure controlling the action or operation of this Proposal.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.21 LICENSING:** Contractor will be responsible for obtaining and paying for all necessary licenses and permits and providing copies to the College representative.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.22 INSURANCE REQUIRED:**

A. During any term of this agreement, Contractor shall maintain in full force and effect, with underwriters licensed to do business in the State of Florida the following insurances in addition to those outlined in Special Conditions #8.01:

1. Aircraft Hull & Liability: Covering the Contractor's operation of all owned or non-owned aircraft with a limit of liability of no less than \$1 million dollars combined single limit per occurrence. Inclusive at least \$100,000 per passenger limit including providing evidence of insuring all aircraft used for training College students.

Agreed? \_\_\_\_\_Yes \_\_\_\_\_No If No, Explain \_\_\_\_\_

2. The policy providing aircraft liability coverage shall also include student and renter pilot liability, specifically covering the operation of the College students, with a Limit of Liability of no less than \$100,000 combined single limit per occurrence. No "per person" or "per passenger" sub-limits shall be accepted.

Agreed? \_\_\_\_\_Yes \_\_\_\_\_No If No, Explain \_\_\_\_\_

3. Comprehensive General Liability insurance including Airport premises Liability and Contractual Liability covering the Proposer's premises operations with a limit of liability of no less than \$1,000,000 combined single limit.

Agreed? \_\_\_\_\_Yes \_\_\_\_\_No If No, Explain \_\_\_\_\_

4. It shall be the responsibility of the Contractor to maintain Worker's Compensation Insurance as required by Florida Statutes.

Agreed? \_\_\_\_\_Yes \_\_\_\_\_No If No, Explain \_\_\_\_\_

5. Both the aircraft policy and the comprehensive general liability policy shall be endorsed to include the following:

a. That the College, its officers, directors, trustees, and employees are included as additional insured and granted a waiver of subrogation under all coverages.

the College requires the following statement to be placed on the Liability Certificate of Insurance:

"The College, its officers, directors, trustees and employees are to be additionally insured as to the terms and agreements of this Proposal from date of commencement to six months after the date of completion."

Agreed? \_\_\_\_\_Yes\_\_\_\_No If No, Explain \_\_\_\_\_

b. That as respect to the interests of the College, its officers, directors, trustees, and employees that the insurance coverages provided shall not be invalidated by any act or omission of the Contractor.

Agreed? \_\_\_\_\_Yes\_\_\_\_No If No, Explain \_\_\_\_\_

c. That the hull insurance provided shall include a waiver of subrogation as respects to physical damage coverage shall be included in favor of students enrolled in the College flight training program(s).

Agreed? \_\_\_\_\_Yes\_\_\_\_No If No, Explain \_\_\_\_\_

d. With this submittal the Contractor will provide a written statement from your insurer that if awarded this contract they will provide the College with a certificate of insurance confirming all coverages required in this Proposal and resulting agreement and providing that the coverages shall not be cancelled or materially changed without the College first receiving 30 calendar days written notice prior to such cancellation, non-payment notification to Contractor of change.

Agreed? \_\_\_\_\_Yes\_\_\_\_No If No, Explain \_\_\_\_\_

e. Policies shall be placed with an insurance company or companies and insurance agent or agency licensed to do business in the State of Florida.

Agreed? \_\_\_\_\_Yes\_\_\_\_No If No, Explain \_\_\_\_\_

**B. ADDITIONAL STIPULATIONS:**

1. Contractor releases the College, its trustees, students, its officers, agents, and employees, from any and all claims and liabilities of any type whatsoever for damages to, loss of, or destruction of any property of



the Contractor, its officers, agents, servants, and employees, and the property of any person, firm, corporation, or other party, and for injury to or death of students, Contractor's officers, agents, servants, and employees, and for injury to or death of any students furnished by the College and of any other person or persons which may now or hereafter arise out of or result from or be in any way connected, directly or indirectly, with said training or the performance of this appointment. The Contractor further agrees to indemnify and save and hold harmless the College, its officers, its students, agents and employees from and against any and all claims and liabilities of any type whatsoever and for damage to, loss of or destruction of any property of a person (including but not limited to, Contractor's officers, students, agents, servants, and employees), firm corporation and/or other party, and for injury to or death of any person or persons (including, but not limited to the students of the College and officers, agents, servants, and employees of the Appointee) which may arise out of or result from or be in any way connected, directly or indirectly, with Contractor's, its employees, agents and subcontractors performance of said training performance under this Agreement.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.23 PROTECTION OF PROPERTY:** The successful Proposer shall always guard from damage or loss to the property of the College or its students or of other vendors or contractors and shall replace or repair at its cost any loss or damage unless such be caused solely by the College, its vendors, or sub- contractors. The College may withhold payment or make such deductions as it might deem necessary to insure reimbursement for loss or damage to property caused through the negligence of Contractor, its employees, subcontractors, or agents.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

D.23.1 In the event of a reported pending weather disturbance, Contractor shall be solely responsible for protection of their own equipment/aircraft. The College will not be responsible for the evacuation or the security of Contractor equipment or aircraft during, or immediately on public notification via the media of a Hurricane or Tornado Warning. The College will not be responsible for any claims to Contractor equipment/aircraft.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.24 REPRESENTATION & WARRANTIES OF THE CONTRACTOR:** Contractor hereby represents and warrants to the College Board the following, acknowledging that the Board is relying thereon in considering the Proposal and in executing any resultant contract, if any.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

A. Contractor has all requisite power and authority to perform its obligations under this Proposal/Resultant Agreement and, upon execution and delivery of this Agreement by the parties hereto, this Agreement will constitute the legal, valid, and binding obligation of the Contractor, enforceable in accordance with its terms;

Agreed?  Yes  No If No, Explain \_\_\_\_\_

B. There are no suits or proceedings pending, or to the knowledge of the Contractor, threatened in any court or before any regulatory commission or other administrative governmental agency against or affecting the Contractor or its Instructors to be used in providing the Services, which, if adversely determined, will have a material adverse effect on the ability of the Contractor or any of its Instructors to perform their obligations hereunder;

Agreed?  Yes  No If No, Explain \_\_\_\_\_

C. Contractor is not in default under any instrument or agreement to which it is a party or by which it or any of its properties or assets may be bound, or in violation of any applicable laws, which default or violation may reasonably be expected to have a material adverse effect on the financial condition of the Contractor;

Agreed?  Yes  No If No, Explain \_\_\_\_\_

D. Contractor, the Instructors and all other persons and entities which will be used by the Contractor

to provide the Services hereunder currently hold all permits, licenses, certificates, registrations, qualifications, and other authorizations, which are necessary to provide the Flight Training and the other Services:

Agreed?  Yes  No If No, Explain \_\_\_\_\_

E. Contractor has valid legal title or possessory interest to, or use of, the proposed Aircraft and the necessary flight equipment and airport facilities for performance of the Services, and operates or uses and inspects and maintains the Aircraft and such equipment and facilities in full compliance with all Applicable Laws, including, without limitation and with respect to the Aircraft, FAR Sections 91.411, 91.413 and 91.171: and

Agreed?  Yes  No If No, Explain \_\_\_\_\_

F. The information contained in the Contractor's most recent annual financial statement furnished with this Proposal is true and correct as of the date of such statement, has been certified by a public accountant, and contains no material omissions of fact relating to the financial condition of the Contractor.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.25 SOVEREIGN IMMUNITY:** Nothing in this RFP shall be construed or interpreted to be a waiver of the College's sovereign immunity as set forth in § 768.28, Florida Statutes, as amended, or of any other Constitutional, statutory, common law, or other protections afforded the College. Proposer agrees that the College's liability is limited to the extent permitted by the Florida Constitution and Florida Statutes § 768.28 or any amendments thereto.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.26 INDEMNIFICATION:** Contractor shall indemnify and hold harmless the College and its agents and employees from and against all claims, losses, and expenses including attorney's fees arising out of or resulting from the performance of the work provided that any such claim, damage, loss, or expense that (1) is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom and (2) is caused in whole or in part by any negligent act or omission of the Contractor, its Subcontractor, or anyone directly or indirectly employed by any of them or anyone to whose acts any of them may be liable, regardless of whether or not it is caused in part by the College, its agents, employees, or other student or volunteer associated with the College. In any and all claims against the College or any of its agents or employees by the Contractor, any employee of the Contractor, any Subcontractor of the Contractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of the foregoing may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount of type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under Workmen's Compensation acts, disability benefit acts, or other employee benefit acts.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

**D.27 PROVISION OF STUDENT LISTS AND INFORMATION:** The Board, through its authorized Flight Training Representative, agrees to provide to the Contractor at the beginning of each College term a list of the Students registered for Flight Training courses to be taught by the Contractor as soon as such lists are available from the College Registrar. In addition, the Board shall make available to the Contractor the services of the College's Flight Training Representative to review Flight Course reports and other records relating in any way to the Contractor's provision of Flight Training, to respond to any reasonable requests for information or to resolve any problems or issues arising from the Contractor's performance of the Service.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

D.27.1 The College and the Contractor agree to confer concerning the scheduling of Flight Training and optional Simulator Training and to arrange an overall schedule that will be established between the student and the Contractor; however, the College reserves the right to require that said scheduling will conform to the overall College schedule.

Agreed?  Yes  No If No, Explain \_\_\_\_\_

D.27.2 PAYMENT: During the term of this Agreement, the Board shall pay the Contractor, by College check, for the performance of the Services hereunder based on completed deliverables dates set forth in the (PRICE LIST) section. Payment shall be made by the Board's authorized representative within 30 calendar days following receipt of the accepted invoices and the supporting documentation references in (INVOICES) hereof. The prices set forth in the (PRICE LIST) section shall not be subject to adjustment once a College term has commenced. The prices shall be subject to adjustment, at the College's sole option and prior to the start of a new College term, only if the Contractor provides written notice of such request for adjustment at least 60 calendar days prior to the commencement of the next College term. Said written notice shall include adequate substantiating documentation demonstrating to the Board's reasonable satisfaction that there exist circumstances beyond the Contractor's reasonable control which justify such adjustment, (i.e., significant increases in aviation gasoline costs beyond the rates defined in this Proposal or changes in Applicable Laws).

Agreed? \_\_\_\_\_ Yes \_\_\_\_\_ No If No,  
Explain \_

**RFP 2020-2021-02**  
**Flight Training Provider**  
**Appendix E**  
**PROVIDER INFORMATION AND BACKGROUND SURVEY**

To be considered responsive, proposers shall respond to all interrogatories in this section. Proposers have the option to respond in a separate document, for areas requiring supplemental information beyond the areas allowed in the proposal document, using the numbering protocols and headings established in this section. The College evaluation committee will evaluate responsive written proposals submitted. Failure to include a definitive response as to how you propose to meet all the proposal requirements may be grounds for the College to consider your proposal non-responsive.

**E.01 Company Qualifications** (0-20 points)

The committee evaluation will include reference to your company's past experience and current FAA 141 certification past experience. The committee will assign 0 – 20 points to proposers based on the degree of their past related experience and qualifications.

E.01.1 Name of Proposer: \_\_\_\_\_

E11 Address/Airport(s) currently operating out of:  
\_\_\_\_\_  
\_\_\_\_\_

E12 Year your business started providing FAA flight training at the above locations(s)? \_\_\_\_\_  
Note: To be responsive, proposer shall have been providing FAA certified flight training for at least two (2) full years.

E13 Name of person completing RFP.  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

E14 Proposer's Owner:  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

E15 Primary Contact Person  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

E16 Are Proposer's building/hangars/ramp leased? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please complete #E.018.

E17 Lease Holder

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E18 Have you previously partnered with other Colleges and Universities for flight training?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please describe briefly here the College/University name and additionally complete #E.0111 below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E.0110 Briefly, how did the College/University aviation staff and faculty participate in the collaborative delivery and evaluation of flight, ground, and simulator training?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E.0111 Define below any similar flight school contracts lost/not renewed over the past 10 years including the contact name and phone number.

Client	Contact Person	Phone Number	Year Contract Lost
		( )	
		( )	
		( )	
		( )	

E.0112 How many certified flight instructors (CFI) and flight school staff /administrative employees does your company have?

CFIs:

In Northwest Florida? \_\_\_\_\_ In Florida? \_\_\_\_\_ In the USA? \_\_\_\_\_

Staff/Administrative Employees: In Northwest Florida? \_\_\_\_\_

In Florida? \_\_\_\_\_ In the USA? \_\_\_\_\_

E.0113 What are the locations where you currently manage similar flight school services?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E.0114 If awarded, how quickly could you begin to provide the defined services? It is the College’s intent to recommend to its Board award of contract in the August 2021 timeframe, with a proposed start date in the September 2021 timeframe.

\_\_\_\_\_ Weeks after award of contract?

E.0115 Describe below your current insurance coverage carried by your school, including limits and also in detail your agreement to meet the College’s insurance requirements defined herein.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E.0116 Does the Proposer currently have a pilot school certificate issued under 14 CFR Part 141?

Yes \_\_\_\_\_ No \_\_\_\_\_

Provisional? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes to either question, discuss time held, number of renewals, etc. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

E.0117 Do you currently utilize a Commercial Off-The-Shelf (COTS) curriculum for flight and ground training, or are your curricula of your own design?

COTS \_\_\_\_\_ Proprietary curricula \_\_\_\_\_

If COTS, specify the publisher and titles of all current curricula \_\_\_\_\_

\_\_\_\_\_

Note: The College will request to review your training curricula during the site visit phase of the review process. There is no need to submit your training curricula for review with this RFP.

E.0118 Notate below what airplane and other categories of training are included on your current certificate?

Private? \_\_\_\_\_

CFI? \_\_\_\_\_

Instrument? \_\_\_\_\_

CFII? \_\_\_\_\_

Commercial? \_\_\_\_\_

MEI? \_\_\_\_\_

Multi-engine Rating? \_\_\_\_\_

ATP? \_\_\_\_\_

Type Ratings? \_\_\_\_\_

Helicopter? \_\_\_\_\_

Other (Gliders, Gyroplane, etc.) \_\_\_\_\_

E.0119 Proposer's Principal Operations Inspector (POI)

Name : \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E.0120 Does the Proposer have self-examining authority? If so, please briefly provide details below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E.0121 Does the proposer have relationships established with companies, specifically for the purpose of placing graduates in pilot positions? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please briefly provide details below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E.0122 How many students are currently enrolled in and have recently graduated from your flight school?

	Location A		Location B		Location C	
	Enrolled?	Graduated in 2020?	Enrolled?	Graduated in 2020?	Enrolled?	Graduated in 2020?
Private						
Commercial						
Instrument						
Multi						
CFI						
CFII						
MEI						
ATP						
Other						

Location A: \_\_\_\_\_

Location B: \_\_\_\_\_

Location C: \_\_\_\_\_

E.0123 Provide recent history of the last 10 Private Pilot student completions in the table below similar to the sample table provided below.

Sample:

Name (Actual student name is optional)	Hours to Solo	Hours at Checkride	Pass on 1 <sup>st</sup> Attempt (Y/N)	Pass on 2nd Attempt (Y/N)	Pass on 3rd Attempt (Y/N)
Student A	18	54	N	Y	
Student B	12	42	Y		

Name	Hours to Solo	Hours at Checkride	Pass on 1 <sup>st</sup> Attempt (Y/N)	Pass on 2 <sup>nd</sup> Attempt (Y/N)	Pass on 3 <sup>rd</sup> Attempt

E.0124 Briefly describe below what financial assistance and counseling services are available to your flight school's students?

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E.0125 Is your flight school currently a accredited?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ If so, please describe below.



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E.0126 Have you included your company's most recent annual financial statement which has been audited and certified by a Certified Public Accountant?

Yes \_\_\_\_\_ No \_\_\_\_\_

Note: Failure to provide with your proposal a CPA audited annual financial statement may adversely affect the evaluation of your proposal.

**E.02 Safety Management Systems (SMS) and Company Safety Record** (0-20 points) The committee will evaluate your proposal as it relates to the incorporation of discrete systems and processes that ensure standardization of flight instruction, adherence to school's policies and procedures, protocols for students and instructors internal reporting of violations and initiating corrective measures, conformity to all FAA regulations and requirements for operations and maintenance, etc. The committee will assign 0 – 20 points to proposers based on their responses to the questions in this section.

E21 Briefly describe below your flight school's comprehensive Safety Management System (SMS) and culture.

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E22 Briefly describe below any incidents/accidents/mishaps the Proposer has experienced in the past 10 years?

E23 If the proposer has experienced any accidents, provide below the NTSB accident numbers.

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E24 Has the Proposer been involved with any FAA-issued flight violations or enforcement actions?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," explain \_\_\_\_\_

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E25 If the proposer has a record of any prior instructor or student flight violations, did certificate action or civil penalties or criminal actions result?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E.03 Proposed Solution/Scope of Services (0 – 50 Points)**

The committee will evaluate your proposal as it relates to the solicited solutions to partner with the College to provide flight training services and assign evaluation points as to the degree of your proposal meeting or exceeding the proposal preferred requirements as defined herein. (0 – 50)

E31 The College requires that the flight training contractor be co-located with the program at the Bob Sikes Regional Airport as this is a key component in creating and maintaining a successful collegiate flight training program of study, due to importance of integrating ground, flight, and simulator instruction.

A. How do you propose basing and operating your training aircraft and personnel in order to successfully integrate with the College?

\_\_\_\_\_  
\_\_\_\_\_

B. It is understood that full integration with the College's program will require a transition to operations at Bob Sikes Regional Airport. Describe below your concept and timeline for implementation of a Bob Sikes Regional Airport based operation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E32 The awarded contractor shall agree to:

A Establish/maintain during all terms of this contract an FAA-approved flight school under Part 141.

Agreed? \_\_\_\_\_Yes \_\_\_\_\_No

B. Provide Flight Training Equipment such that:

1. The quantity of aircraft is sufficient to fly approximately 2500 flight hours and to train approximately 50 students each year, at contract inception.

Agreed? \_\_\_\_\_Yes \_\_\_\_\_No

2. The College Flight Training Representative (CFTR) is to be notified when any aircraft is down for a prolonged period of time (>7 calendar days), causing a suspension of flight training, and shall present to the CFTR a written plan of action when equipment is unavailable for extended periods (>7 calendar days).

Agreed? \_\_\_\_\_Yes \_\_\_\_\_No

3. College staff shall be afforded access to Contractor status board, log books, and

student records as scheduled.

Agreed? \_\_\_\_\_ Yes \_\_\_\_\_ No

E33 The College may collaborate with the awarded contractor for joint marketing of the program. Describe below your current marketing strategy, and how you would envision adapting that strategy towards collaboratively marketing with the College.

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A. Do you agree to obtain the written approval of the College's Strategic Communications Department before any publication is published that contains the College's name or logo?

Agreed? \_\_\_\_\_ Yes \_\_\_\_\_ No

E34 If other than your own employees will be providing services under this contract, list below any such entities which will be acting as subcontractors for:

Aircraft Maintenance: \_\_\_\_\_

Instruction: \_\_\_\_\_

Other: \_\_\_\_\_

E.0341 Describe below the experience and qualifications of any proposed subcontractors.

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E35 Describe below your proposed maintenance operation.

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E36 Briefly describe below how your school would provide students with adequate flight planning space and capabilities (i.e. phone to FSS, DUATS, WSI, high-speed internet services, etc.)

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The evaluation committee will review responsive proposals submitted and assign evaluation points based upon how the proposed fleet makeup aligns with the College's concept for integration of ground school, flight training, and scenario-based simulation.

E41 Proposed training fleet. List each aircraft the proposer proposes to operate in support of the College's contract. Provide in a separate document submitted with your proposal submittal, a Table with the following information: N-number, Year, Make, Model, TTAF, Owned/Leased, Avionics Suite (See example table below)  
 Note: Due to desired stability of flight training fleet, owned aircraft are preferred over leased.

N-Number	Year	Make	Model	TTAF (total time on airframe)	Owned/Leased	Avionics Package (brief description of most significant features and capabilities)
N123AB	1985	Cessna	172P	9500	Owned	Example: GNS430, KAP-140, Dual VOR/ILS, (details at proposer's discretion)

E42 Note: The College's intent is to contact (as part of the proposal for finalists) each aircraft owner who is leasing back any airplane to the flight school to gain information about the school's performance under the terms of the leaseback contract.

Note below the Name and telephone number of aircraft owners who are leasing planes back to the flight school:

Name	Phone #	Aircraft
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**E.05 Staff FAA Certification/Training/Maintenance Experience (0-20 points)**

The evaluation committee will review responsive proposals submitted and evidence provided that demonstrates the formal educational experience and past employment experience of your proposed flight school instructional and maintenance staff. The committee will assign up to 20 points based on their qualifications, certifications, and the degree of related experience.

E51 Does the Proposer directly employ A & P mechanics? Yes\_\_\_\_\_No\_\_\_\_\_ If so, provide below the number and qualifications (Airframes, Powerplants, Inspection Authorization, DME)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E52 Instructors.

A. Provide trained, FAA certified flight and ground instructors.

It is preferred that your flight school manager, chief instructor, and assistant chief flight instructors working with the College be identified in your proposal and a short bio/resume be attached and labeled as "Response to Appendix E.052(A)".

Please identify below:

School Manager: \_\_\_\_\_  
 \_\_\_\_\_

Chief Instructor: \_\_\_\_\_  
 \_\_\_\_\_

Assistant Chief Instructor (s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Bios/Resumes attached? Yes \_\_\_\_\_ No \_\_\_\_\_

B. Contractors shall define in a table to be attached and labeled as "Response to Appendix E.052 (B)" for each instructor currently on staff and envisioned to be providing services under this contract, at a minimum, the name, qualifications (CFII, MEI, Chief, Asst. Chief, Gold Seal, etc.) and related work experience, college degree, total time (years, months) with school, total flight time, number of students trained, percentage of successful practical test on first attempt. (See sample table below.)

Name	Qualifications and Related Work Experience	College Degree	#Years/ Months with School	Total Flight Time	Total Students Trained	% Successful Practical Test on First Attempt
John Q. Flyer	CFII, MEI, Gold Seal, ASA check airman,	B.S. Aviation Management, Embry-Riddle	3 yrs./2 mos.	900	5	80%

**E.06 Total Value to the College/Students (0-50 points)**

The evaluation committee will review responsive proposals submitted and the proposed lump sum costs for each defined course, including flight hours, briefing time, and all pilot kit items listed in the provided worksheets. The committee will develop an analytical model to evaluate the total value to the College of your proposal assigning up to 50 points to the proposal that provides the highest total value where a proposer who has a 10% higher analytical total value cost would receive 10% fewer evaluation points.

E.061 Total proposed lump sum package cost to provide all flight training services.

For E.062 Table A, use the included Price Quote Worksheet, Appendix C to this proposal to determine the total lump sum package costs and complete the provided tables below as appropriate. One Worksheet will need to be completed for each level of fuel pricing.

For E.063 Table B, use the included Price Quote Worksheet, Appendix C of the Attachments to this proposal.

Include the completed worksheets as part of your proposal labeled as "Response to Appendix E.061".

Additionally, the College is open to considering proposer's proprietary flight training solutions for future implementation via the College's curricula modification process. Proposers should be aware that the College's internal curricula modification process can be lengthy and require up to 12 months for full implementation. Table B Flight Fee Worksheet " B" for Custom Curriculum should be used to provide lump sum costs for the proposer's proprietary flight training solution. Additionally, proposers should provide their own version of the Price Quote Worksheet, Appendix C to this proposal to detail their courses.

E.062

<b><u>Table A - Proposed Curricula</u></b> <b>Use Flight Fee Worksheet " A" for Proposed Curricula</b>	<b>Total Price at Contractor' s Current Rates*</b>	<b>Total NWFSC Price at \$4.00-\$5.00/gallon for Avgas**</b>	<b>Total NWFSC Price at \$5.01-\$6.00/gallon for Avgas**</b>	<b>Total NWFSC Price at \$6.01-\$7.00/gallon for Avgas**</b>	<b>Total Flight Kits or Other Required Items Cost***</b>
ATF 2201L	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
ATF 2202L	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
ATF 2203L	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
ATF 2305L	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
ATF2500L	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
ATF2400L	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
ATF 2530L	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

\* This column should reflect Contractor's current delivery of their curricula.

\*\* These columns should reflect any discounts provided to the College under this proposal, including tax exemptions, volume discounts, any other voluntary discounts, etc.

E.0621 \*\*\*Define below what specific items are included in the proposed total Flight Kits or other required items cost. (i.e., flight plotters, headsets, etc.)

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E.063

<b>Table B – Contractor’s Curricula Use Flight Fee Worksheet “ B” for Contractor’s Curricula</b>	<b>Total Price at Contractor’s Current Rates</b>	<b>Total Price at \$4.00- \$5.00 per gallon for Avgas</b>	<b>Total Price at \$5.01- \$6.00 per gallon for Avgas</b>	<b>Total Price at \$6.01- \$7.00 per gallon for Avgas</b>	<b>Total Flight Kits or Other Required Items Cost***</b>
Contractor Class 1 Name	\$_____	\$_____	\$_____	\$_____	\$_____
Contractor Class 2 Name	\$_____	\$_____	\$_____	\$_____	\$_____
Contractor Class 3 Name	\$_____	\$_____	\$_____	\$_____	\$_____
Contractor Class 4 Name	\$_____	\$_____	\$_____	\$_____	\$_____
Contractor Class 5 Name	\$_____	\$_____	\$_____	\$_____	\$_____
Continue as needed...	\$_____	\$_____	\$_____	\$_____	\$_____

\* This column should reflect Contractor’s current delivery of their curricula.

\*\* These columns should reflect any discounts provided to the College under this proposal, including tax exemptions, volume discounts, any other voluntary discounts, etc.

E.0631 \*\*\*Define below what specific items are included in the proposed total Flight Kits or other required cost. (i.e., Flight Plotters, headsets, etc.)

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E64 Cost per hour for additional hours of use of designated flight school airplanes. Students requiring additional hours of flight training beyond the minimum hours defined above shall contract directly with the Flight Training Provider at rates per hour not to exceed those defined in contractor’s proposal which shall be attached as “Response to Appendix E.064” or using the Aircraft Listing Worksheet, Appendix B.

Attached? Yes\_\_\_\_\_No\_\_\_\_\_If No, Explain \_\_\_\_\_

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E65 Cost per hour for rental, time-building, Flight Club use, etc. Additionally, some students and/or College staff may desire to rent aircraft for personal use and/or time-building. If proposer’s insurance and internal policies permit such use, please detail in a table similar to the example below and label as “Response to Appendix E.065” or using separate copies of the Aircraft Listing Worksheet, Appendix B.

		Rental Cost per Flight Hour
A.	Airplane Make/Model	\$ /hr
B.	Airplane Make/Model	\$ /hr
C.	Add extra rows as needed.	

Attached? Yes\_\_\_\_\_ No\_\_\_\_\_. If No, Explain \_\_\_\_\_

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**E.07 Partnerships and Cooperative Agreements (0-30 points)**

The evaluation committee will evaluate responsive proposals on the degree that they indicate strong partnerships with the College and industry partners for the purpose of helping to place/employ graduates of the program. The evaluation committee will also assess the degree that responsive proposals indicate willingness to cooperate with the College on the successful integration of ground, flight, and simulator instruction. Up to 30 points will be assigned to proposals providing the highest total partnership and cooperative agreement value.

E71 Describe below your organization’s past experience and present or proposed partnerships within the industry that will help place College program graduates into commercial pilot positions (certified flight instructor, cargo pilot, regional airline pilot, etc.)



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E72 Describe below how you will provide students opportunities for cooperative education such as paid internships, employment of graduates of your flight training program as certified flight instructors, employment of commercial pilot graduates or in the organization’s Part 135 charter operation, etc.

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E73 Would you be willing, or do you already have protocols in place within your FAA-approved Part 141 Training Course Outline (TCO), to incorporate the College’s delivery of Private, Instrument, Commercial, and CFI ground school courses into your program’s overall structure?

\_\_\_ Yes \_\_\_ No

If yes, describe below how you have implemented such integration, or would propose to do so if awarded this contract including defining a proposal timeline.

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**E.08 Finalist References (0- 15 points)**

The evaluation committee will review each finalist’s references to quantify and qualify the level of service provided to past clients. The committee will assign up to 15 points for exceptional references.

E81 Proposers shall list below 3-5 organizational references for whom you have provided flight training services, such as those proposed in this proposal: (See example below)

Sample:

Client	Contact Name	Phone #	# Years of Contractual Relationship
Miami Dade College	John Smith, Aviation Programs Manager	(305) 555-5555	3

Client	Contact Name	Phone #	# Years of Contractual Relationship


E82 Proposers shall list below 3-5 student references for whom you have provided flight training, and who have completed courses of instruction, resulting in FAA certification (Private, Instrument, Commercial, CFI, etc.).

Student Name	Telephone Number	Year and Type Training Received

**E.9 Proposal Finalist Site Visit/Interview (0-35 points)**

The evaluation committee reserves the right to schedule proposer site visits and conduct interviews of all finalists including inspection of proposed aircraft and facilities. The committee will assign up to 35 points based upon the perceived overall quality of the applicant’s operation, interviews, and the perceived overall commitment to meeting or exceeding the proposal requirements.

**E.10 Finalist Negotiation (0 – 40 Points)**

The Evaluation Committee will conduct simultaneous negotiation with the top two (2) ranked firms. The Evaluation Committee will evaluate the negotiation achievements negotiated and assign up to 40 points based on the negotiation.

**E.11 Evaluation Criteria/Basis of Award**

The College will organize an evaluation committee who will review responsive proposals submitted. The committee will meet in a public evaluation committee meeting (see schedule) and assign relative evaluation points for each criterion as defined herein. The committee will then total up each proposer’s points to determine which top-ranked proposers would be considered finalists. The committee would then conduct reference checks of finalists and optionally schedule a site visit/interview with all finalists or not, as deemed in the College’s best interest.

The College would then invite the overall top two (2) ranked proposers to participate in a simultaneous negotiation (SN). The SN would include negotiation of firm’s proposals, rates, and include a Best and Final Offer opportunity. The Committee would then assign 0 – 50 evaluation points for the two top ranked firms that participated in the SN.

Recommended ranking of proposers for this contract will be in order of overall grand total highest evaluation points.

It is the College’s intent to recommend to its Board authorization of College Administration to negotiate with the top ranked proposer a satisfactory contract, as deemed in the College’s best interest. If satisfactory contract(s) cannot be negotiated, negotiations will be formally terminated. The College then would begin

negotiations with the next ranked proposer until satisfactory contract(s) can be negotiated and entered into. Listed below is this proposal evaluation criteria matrix sheet the committee will utilize to evaluate your proposal.

**RFP 2020-2021-02**  
**Flight Training Provider**  
**EVALUATION CRITERIA MATRIX**

RFP Section #	Max Evaluation Points	Evaluation Criteria	Proposer	Proposer	Proposer	Proposer
E.01	20	Company Qualifications				
E.02	20	Safety Management System/Company Safety Record				
E.03	50	Proposed Solution/Scope of Services				
E.04	20	Proposed Fleet of Aircraft				
E.05	20	Staff FAA Certification/ Training/Maintenance Experience				
E.06	50	Total Value to College/Students				
E.07	30	Partnerships and Cooperative Agreements				
	<b>210</b>	<b>Subtotal</b>				
E.08	15	Finalist References				
E.09	35	Proposal Finalist Visit/Interview (Optional)				
E.10	40	Proposal Negotiation				
	<b>300</b>	<b>Proposal Grand Total</b>				

## Proposer Information Form

Bidder (Company) Name:	Formerly:
Mailing Address:	Street Address:
City, State, Zip:	City, State, Zip:
Type of Entity: <i>(check one)</i>  <div style="display: flex; justify-content: space-around; align-items: center;"> <span><input type="checkbox"/> Corporation</span> <span><input type="checkbox"/> Partnership</span> <span><input type="checkbox"/> Proprietorship</span> <span><input type="checkbox"/> Joint Venture</span> </div>	
Contact Person:	Title:
Email Address:	Website Address: <a href="http://www.">www.</a>
Telephone Number:	Toll Free Phone Number:
Fax Number:	Cell Phone Number:
Federal Employer Identification Number (FEIN):	SSN (if Sole-Proprietorship or Partnership):  <i>Only required if FEIN is not provided</i>
Incorporated in the State of: <span style="float: right;">Year:</span>	

*This form must be completed and returned with your Proposal.*

# Drug-Free Work Place Form

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:  
*(Name of Business)*

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Submitting Firm's Signature

\_\_\_\_\_  
Date

***This form (if applicable) must be completed and returned with your Proposal***

## Minority / Woman Owned Business Statement

NWFSC is required to report M/WBE expenditures to the State of Florida's Office of Supplier Diversity (OSD) on an annual basis. The report includes a supplemental list of firms who have indicated that they are owned by a woman or minority, but have not been certified by OSD, although they may be certified by other public entities.

It is requested that M/WBE owned firms complete this page and include it with their Proposal in Section 1

### For reporting purposes only

Type of Business: *Check applicable block(s)*

- "African-American"** includes persons having origins in any of the black racial groups of Africa.
- "Hispanic American"** includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race.
- "Native American"** includes American Indians, Eskimos, Alaskan Indians, Aleuts and Native Hawaiians.
- "Asian-Pacific Americans"** includes persons whose origins are from Japan, China, Taiwan, Korea, Southeast Asia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and Northern Marianas.
- "Asian-Indian Americans"** includes persons whose origins are from India, the Indian Sub-Continent and Pakistan.
- "Woman-Owned Business Enterprise"**

**Note:** MBE and WBE are defined by Federal Register 49 CFR, Part 23, as a business firm which as at least fifty-one percent (51%) owned by minority or women group members, or in the case of a publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by the minority or woman. The minority or woman ownership must exercise actual day-to-day management and control of the business.

Company Name:

Certified by *(name of Public Entity, if applicable)*

# Statement of No Proposal

If your company does not intend to propose on this procurement, please complete and return this form prior to the date shown for receipt of proposals via fax to 850.729.5215, or via Email to [purchasing@nwfsc.edu](mailto:purchasing@nwfsc.edu), or mail to:

Northwest Florida State College  
Purchasing Department  
100 College Boulevard E  
Niceville, Florida 32578

We, the undersigned, have declined to propose on the above referenced RFP for the following reason(s):

- Scope of Work or Terms & Conditions are too "restrictive." *(please explain below)*
  
- Unable to meet requirements. *(please explain below)*
  
- RFP was unclear. *(please explain below)*
  
- Insufficient time to respond.
  
- We do not offer this type of service or equivalent.
  
- Other. *(please explain below)*

Remarks:

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**Remove us from your "Vendor Database"**

Company: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_