

Exhibit A

**Purchasing Department
School District of Osceola County, Florida**

**Consultants Competitive Negotiation Act (CCNA)
Request For Qualifications (RFQ)
and
Design-Build
Procedures Manual**



Student Achievement-Our Number One Priority
An Equal Opportunity Agency

Revised 9-22-11

CCNA, RFQ and Design-Build Procedures Manual

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I. MISSION STATEMENT

The Mission of the Purchasing Department of the School District of Osceola County, Florida is to provide for the fair and equitable treatment of all persons involved in public purchasing by the District, to maximize the purchasing value of public funds, and to provide safeguards for maintaining a procurement system of quality and integrity.

II. ETHICS

The provisions of Florida Statutes, Chapter 112, Part III, *Code of Ethics for Public Officers and Employees*, and the School Board's Policy Manual apply to all School District employees.

III. INTRODUCTION

The Purchasing Department facilitates the solicitation and evaluation processes for all commodities, services, construction and construction-related services required for School District operation. The Purchasing Department also ensures that procurement in the District complies with School Board policies, and that all transactions are carried out in a fair, objective and unbiased manner under the highest ethical standards.

Professional services are generally procured for the District through processes which focus on the qualifications and abilities of the provider. In the area of construction-related professional services, the state legislature has imposed specific requirements for qualifying, selecting and negotiating with providers. The Consultants' Competitive Negotiation Act ("CCNA") (section 287.055, Florida Statutes) sets forth requirements for procuring and contracting for architectural, professional engineering, landscape architectural, registered surveying, and mapping services. CCNA requires school districts to follow a qualifications-based selection process for any project in which the basic construction cost exceeds the amount provided in Florida Statute 287.017 Category Five (\$325,000), or, for a planning or study activity, the fee for professional services exceeds the amount provided in Florida Statute 287.017 Category Two (\$35,000).

This manual is primarily devoted to procurement of construction-related professional services that are subject to the requirements of CCNA.

IV. THE NEED FOR COMPETITION

Open and fair competition is a basic tenet of public procurement. This reduces the appearance and opportunity for favoritism and inspires public confidence that the School District's solicitations are awarded equitably and economically.

It is essential that the Purchasing Department use a system of uniform procedures in the solicitation, evaluation and contract negotiation process. Strict adherence to these procedures and to specific ethical considerations by all School District employees, agents, suppliers and contractors is required to maintain the confidence of the public and the business community, in the expenditures of School District funds.

V. REQUEST FOR QUALIFICATIONS PROCESS - CCNA

The following basic procedures shall be followed to procure professional services in those situations to which the CCNA applies. This process shall be referred to as the "Request for Qualifications" ("RFQ") process. Except for its application to the award of design-build contracts, the Request for Proposal ("RFP") process is not followed if CCNA applies to the procurement. As outlined in the Introduction, the professional services to which CCNA applies are those services within the scope of the practice of architecture, professional engineering,

landscape architecture, or registered surveying and mapping, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice. For the purpose of this section of the manual, the term "Consultant" means an independent contractor who provides professional services that are subject to CCNA.

If the project's construction cost is less than \$2,000,000, or if a study activity is being undertaken and the fee for professional services is less than \$200,000, the using department shall check the on-line list of continuing contracts first to determine if one of the contracted Consultants can provide the required Scope of Services. If a continuing contract exists, the using department shall request a written proposal from the awarded Consultant in the format defined by the continuing contract. If the using department is satisfied with the price and Scope of Work, the using department shall prepare the Work Authorization Form and submit it to the Superintendent for approval if it is less than \$50,000. If the written proposal is \$50,000 or more, the using department must submit the Work Authorization to the School Board for approval and signature. If the using department is not satisfied with the Consultant's proposed price and Scope of Work, the using department should contact the Consultant and request a revised written proposal. If an agreement cannot be reached, negotiations shall cease with this Consultant and another continuing contract Consultant can be contacted. After the using department requests a written scope of work from the second Consultant, the first Consultant cannot be contacted again for the required Scope of Services. CCNA mandates that consultants providing services under continuing contracts shall not be required to bid against one another.

After the appropriate approvals, the using department shall enter a purchase order requisition into the TERMS financial system for approval and encumbrance of funds. The requisition must reference the RFQ Solicitation Number, applicable contract number and School Board approval date.

If a continuing contract cannot be utilized, the using department shall complete the RFQ Checklist (attached as Exhibit I) which will require at a minimum:

- A written Scope of Services
- Evaluation criteria required for the project or series of projects that will require contracting for professional services as described above
- Tentative timeline
- Recommendations for selection committee member assignments

After receipt of the completed RFQ Checklist and supporting documents, the Purchasing Department shall prepare a rough draft of the RFQ which will then be forwarded to the using department for review. Recommended changes shall be incorporated in the RFQ and a final draft RFQ shall be prepared by the Purchasing Department and submitted to the using department for final approval before the Purchasing Department publicly posts the RFQ.

Any resulting Consultant Contract shall be limited to a maximum term of three (3) years with one (1) two (2) year renewal period unless a different term is specified by the School Board. Each Consultant Contract shall have a clause to permit the termination of the Contract without cause at the School District's convenience. Before submission for School Board approval, all contracts must be reviewed by Contract Services.

A. PUBLIC ADVERTISEMENTS AND NOTICES

All formal solicitations and addenda must be publicly advertised at least a week in advance of the specified due date. There are other advertising requirements dependent upon the type and value of the proposed Contract. Other advertising is suggested if a wide selection of potential Respondents is required.

Public Advertising Requirements for Construction and Construction Related Services:

Type	Times	Minimum*	Recommended
RFQ's, RFP's ¹	1	21 days	21-30 days
Construction Bids < \$200,000 ¹	3	21 days	30 days
Construction Bids > \$200,000 ¹	3	21 days	30 days
Construction Bids > \$500,000 ¹	3	30 days	30 days
Addendum - changing due date ²	1	7 days	10 - 15 days

*Minimum - number of days from date Public advertisement appears in the newspaper until due date. Public advertisement must also be at least 7 days before any pre-bid meeting.

¹ Florida Statutes 255.0525(2)

² The School District of Osceola County School Board Rule requirement

All pre-solicitation conferences shall be publicly noticed on the Purchasing Department Website.

The requesting department head shall submit a list of employees to serve on the Selection Committee. The Purchasing Director shall review the Selection Committee Membership list, ensuring that the Selection Committee Membership is comprised of a cross-functional team of School District employees and that affected departments are represented. Any membership issues that cannot be resolved by the Purchasing Director and the requesting department head shall be resolved by the Chief Facilities Officer. Board Members shall be welcome to attend all Selection Committee meetings; however, they shall not be voting members.

All Selection Committee meetings shall be publicly noticed on the Purchasing Department Bulletin Board and Website.

B. PRE-SOLICITATION CONFERENCES

Pre-Solicitation Conferences may be scheduled and conducted by the Purchasing Director, or designee, before the official date and time set for the Formal Opening to explain the procurement requirements and to solicit information from potential Bidders/Respondents.

A mandatory conference may be scheduled and conducted if the technical or physical requirements of the Solicitation require the physical presence of potential Respondents. Proposals from anyone not attending the mandatory conference will not be considered. Mandatory conferences restrict competition and therefore must be justified in writing to the Purchasing Director, and approved by the Purchasing Director, prior to release of the Solicitation.

C. SUBMITTALS AND SUMMARY TABULATION SHEET

The Purchasing Department shall be responsible for proposal acceptance, public opening, tabulation, and evaluation of the responsive section of the submittals to the RFQ. The Purchasing Department shall review each of the responses and verify that each of the Respondents submitted all of the RFQ requirements and address any minor irregularities. The Purchasing Department shall prepare a Tabulation Sheet which shall include the RFQ #, date and time of opening, name of each Respondent, scoring criteria and percentage assigned to each listed criteria. The Purchasing Department shall coordinate the distribution of a complete set of submittals along with the Selection Committee Procedures, a completed Tabulation Sheet, Instructions and Score Sheet to each of the Selection Committee Members. The Purchasing Department shall set a specific date and time for the first Selection Committee Meeting. The purpose of the first Selection Committee Meeting is detailed in Section D below, and shall be to review the Selection Committee Members' completed submittal review score sheets, select short listed firms for oral presentations or telephone interviews, and select the date and time(s) for same. On October 2, 2007 the School Board directed staff to score by points and not by consensus.

D. DEVELOPMENT OF SHORT LIST – FIRST SELECTION COMMITTEE MEETING

The Selection Committee meeting shall be facilitated by the Purchasing Department Director or designee. The purpose shall be to review the responses to the RFQ for compliance with the requirements and provide an objective evaluation of all submittals. As per Florida Statute 287.055, the Selection Committee members shall independently evaluate professional services, including capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and other factors included in the RFQ. These may include but not be limited to the following; Related Project and Firm Experience, Scheduling and Cost Control, Financial Strength and Bonding Capability, Proposed Project Team, Approach to Construction Management, Location, Distance to Site from Primary Office, Scheduling Methods, Approach and Plan for Implementing Construction Management Services, and Program for Construction Quality Assurance and Schedule Adherence. Selection Committee members shall bring their score sheets to the Selection Committee meeting for discussion. If a Selection Committee member is unable to attend the scheduled Selection Committee meeting, that member can designate a representative (not currently assigned to the Selection Committee) to attend the meeting to discuss the score sheets on the absent member's behalf. Proxy votes shall not be allowed.

During the Selection Committee meeting, the Selection Committee members shall discuss their score sheets and decision rationale. Selection Committee members shall be allowed to change their score sheets after the Selection Committee discusses the proposals, if necessary. They shall then submit their final score sheets to the Purchasing Department Director or designee, who shall tabulate them and prepare the summary score for the Selection Committee. The Purchasing Department shall maintain all records throughout the selection/evaluation process, in a manner that assures a valid audit trail. Any complaints and/or bid protests shall be resolved by the Purchasing Department in accordance with School Board Rules with assistance as necessary from the using department.

The Purchasing Department shall send formal notification letters to all respondents regarding the Selection Committee's decision on the Short List of firms. If a

Respondent requests additional information or would like to review the submittals they will be directed to the Purchasing Department for further direction. The Purchasing Department will coordinate with the Respondent(s) to schedule a time for them time to review the submittals.

E. INTERVIEWS – SECOND SELECTION COMMITTEE MEETING

After the firms have been evaluated based on their written applications, a minimum of three firms with the highest scores will be Short Listed and evaluated through an oral presentation or informal interviews. The Purchasing Department shall send formal letters to the Short Listed Firms detailing the date, time, location and schedule for the oral presentations or informal interviews. Time will be allowed for questions and answers after each presentation/interview. The selected firms will be expected to address issues such as the following: Knowledge of the State Requirement for Educational Facilities “SREF”) and Typical School District Procedures, Proposed Project Staff and Functions, Overall Approach and Methodology, Cost Control/Value Engineering, and Scheduling Projects.

F. SELECTION PROCESS

1. In order to minimize the possibility of unethical pressures or influences on the recommendations of the Selection Committee, all solicitations shall include the following School Board Rule:

Vendors, contractors, consultants, or their representatives shall not meet with, speak individually with, or otherwise communicate with School Board members, the Superintendent, or School District staff, other than the designated purchasing agent, and School Board members, the Superintendent, or School District staff, other than the designated purchasing agent, shall not meet with, speak individually with, or otherwise communicate with vendors, contractors, consultants, or their representatives, about potential contracts with the School Board once an invitation to bid, request for quote, request for proposal, invitation to negotiate, or request for qualifications has been issued.

Any such communication shall disqualify the vendor, contractor, or consultant from responding to the subject invitation to bid, request for quote, request for proposal, invitation to negotiate, or request for qualifications.

2. The goal of the Selection Committee is to assess the Respondents on an equitable basis. All contacts and/or communication shall be made in writing with the Director of Purchasing or designee.
3. The Selection Committee shall review all proposals received on time, and determine the firms with the highest score using the selection criteria established for the project.
4. The Selection Committee shall conduct oral presentations or informal interviews with the highest scoring firms (minimum of three) and will establish ratings for each firm in accordance with the scoring criteria established within the RFQ.
5. After the School Board has ratified the final rankings, the User Department shall take a lead role in the negotiation process with the highest ranked firm for the purpose of executing a Contract. To ensure compliance with School Board Rules, Purchasing Procedures, and standard contract terms and conditions, the Purchasing Director or designee shall attend strategic negotiation team meetings, to include but not be limited to the contract negotiation meetings with

District staff and top-ranked firm, and the Construction Manager's subcontractor trade bid opening(s). The Purchasing Director or designee shall also review the final contract and all exhibits for compliance.

6. The negotiation team shall negotiate a fair, competitive, and reasonable contract. Any changes to the standard contract language shall be submitted to the School Board Attorney, who will ensure that the changes are in compliance with applicable law before the final contract is presented to the School Board for approval. The quality control and verification of all applicable exhibits, financial and insurance requirements shall be the responsibility of the Construction Systems Analyst under the direction of the Chief Facilities Officer.
7. Should the negotiation team be unable to negotiate a satisfactory Contract with the highest ranked firm(s), the negotiation team shall formally terminate negotiations and then request approval from the School Board to undertake negotiations with the next highest ranked firm(s). Should the negotiation team be unable to negotiate a satisfactory Contract with the next most qualified firm(s), the negotiation team shall formally terminate negotiations and then request approval from the School Board to undertake negotiations with the next highest ranked firm(s).
8. Each professional service Contract entered into by the School Board shall contain a prohibition against contingent fees as follows: "The architect (or registered surveyor and mapper or professional engineer, as applicable) warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the architect (or registered surveyor and mapper or professional engineer, as applicable) to solicit or secure this agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for architect (or registered surveyor and mapper or professional engineer, as applicable) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement." For the breach or violation of this provision, the School Board shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

G. RFQ TERMS AND CONDITIONS (REQUIRED)

1. The School Board reserves the right to accept or reject any proposal in the best interest of the School District.
2. The School Board reserves the right to award the Contract to the next most qualified firm if the successful firm does not begin the contracted services within the prescribed time period as noted within the RFQ or if an acceptable fee cannot be negotiated.
3. The successful firm shall not discriminate against any person in accordance with federal, state, or local law.
4. Prohibition Against Contingent Fees Form

VI. DESIGN-BUILD SERVICES

Summary: A design-build project combines the design and construction of a building or structure in a single Contract performed by one firm. Design-Build procedures are governed by Florida Statute 287.055, as amended, and sets forth specific criteria for obtaining design-build services. Along with other criteria, this method requires a design criteria package be prepared, sealed by a design criteria professional employed by or retained by the School District and included with the RFQ or RFP, as applicable.

The design criteria professional who prepared the design criteria package shall be included in the evaluation of the proposals, approval of detail work and drawings for the project and compliance of project construction with the package.

The design criteria professional who prepares the design criteria package is not eligible to submit a proposal or render any other services under the design-build procedure.

Design-build contracts shall be awarded in accordance with either a qualifications-based selection process by following CCNA procedures or a competitive proposal selection process as described in this section. The Chief Facilities Officer or designee shall recommend to the School Board the process to be utilized for each proposed construction project.

(1) *Purpose.* In order to comply fully with the requirements of F.S. § 287.055, Laws of Florida, the following procedures shall be followed in selecting firms to provide design-build services and in negotiating design-build contracts.

(2) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Design-build contract means a single contract with a design-build firm for the design and construction of a School District construction project.

A design-build firm means a partnership, corporation, or other legal entity which:

- a. Is certified under F.S. § 489.119 to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as a qualifying agent; or
- b. Is certified under s. [471.023](#) to practice or to offer to practice engineering; certified under F.S. § [481.219](#) to practice or to offer to practice architecture; certified under F.S. § 481.319 to practice or to offer to practice landscape architecture.

Definitions in Fla. Stat. 287.055 are incorporated by reference. The definitions of other terms defined in F.S. § 287.055 are hereby incorporated by reference.

(3) *Design criteria package.* For each design-build construction project ("project"), a design criteria professional as defined in F.S. § 287.055(2)(k), employed by or retained by the School District, shall prepare and seal a design criteria package ("package") specifying concise, performance-based criteria for the project, including, but not limited to:

- a. The legal description of the site.
- b. Survey information concerning the site.
- c. Interior space requirements.
- d. Material quality standards.

- e. Schematic layouts and conceptual design criteria.
- f. Cost or budget estimates.
- g. Design and construction schedules.
- h. Site development requirements.
- i. Provision for utilities.
- j. Provisions for stormwater retention and disposal.
- k. Parking requirements.
- l. Statement of required compliance with state requirements as applicable.

(4) Qualifications-Based Selection Process.

The Purchasing Department shall prepare a Request for Qualifications (RFQ) package for the proposed construction project. The RFQ shall be advertised in accordance with the procedures outlined in this manual. The RFQ package shall be in compliance with all applicable Florida Statutes and State Board Rules and shall include a design criteria package and numerical evaluation for factors such as the ability of professional personnel; past performance; ability to meet time and budget requirements; location of firm offices; recent, current and projected workloads of the firms; and other factors relevant to the project.

The Selection Committee shall review the submittals in accordance with the procedures of this manual, meet and develop a short list for oral presentations or informal interviews. The Selection Committee shall then conduct oral presentations or informal interviews with the highest scoring firms (minimum of three) and will establish ratings for each firm in accordance with the scoring criteria established within the RFQ. The Selection Committee shall recommend the final ranking to the School Board.

After the School Board has ratified the final rankings, the negotiation team shall engage the highest ranked firm(s) in negotiations for purposes of a final approved Contract executed by the School Board Chairman. The negotiation team shall follow the negotiation process as outlined in this manual, and subsequent to competitive negotiations the parties shall establish a guaranteed maximum price and guaranteed completion date.

(5) Competitive Proposal Selection Process.

The Purchasing Department shall prepare a Request for Proposal (RFP) package for the proposed construction project. The RFP shall be advertised in accordance with the procedures outlined in this manual. The RFP shall include a design criteria package and numerical evaluation factors such as the ability of professional personnel; past performance; ability to meet time and budget requirements; location of firm offices; recent, current and projected workloads of the firms; and other factors relevant to the project.

The Selection Committee shall review the submittals in accordance with the procedures of this manual, meet and develop a short list for oral presentations or informal interviews. The Selection Committee shall then conduct oral presentations or informal interviews with the highest scoring firms (minimum of three) and will establish ratings for each firm in accordance with the scoring criteria established within the RFP. Each Short-listed firm shall be required to submit and publicly present their responses to the design criteria package. The scoring criteria for the presentations/interviews shall include numerical evaluation factors for price, technical and design aspects of the responses. The Selection Committee shall recommend the final ranking to the School Board.

After the School Board has ratified the final rankings, the School Board shall authorize the negotiation team to engage the highest ranked firm(s) in negotiations for purposes of a final approved Contract executed by the School Board Chairman. The negotiation team shall follow the process as outlined in this manual.

VII. CONSTRUCTION MANAGEMENT

The District shall select construction managers pursuant to the process provided in CCNA and the procedures described in section V of this manual. After selection, the construction manager shall be required to offer a guaranteed maximum price and guaranteed completion date.

VIII. REQUESTS FOR QUALIFICATIONS – NON-CCNA

User departments may require other consulting and/or specialized services, which are not governed by CCNA. However, the Purchasing Director may elect to use the same RFQ process as noted above to obtain these services. Each request is reviewed on a case-by-case basis and the Purchasing Director shall determine the appropriate procurement method.

IX. DEFINITIONS

For the purposes of this Procedures Manual, the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the content, present tense includes the future, plural includes singular, masculine includes feminine and vice versa.

Advertisement - A formal announcement of a Solicitation, usually placed in a newspaper and/or on the Internet.

Bid - Any offer specifically given to the School District in response to an Invitation to Bid.

Bidders List - A computerized data base of businesses with whom the School District has done business in the past and a list of firms who have expressed interest in submitting quotes, bids and proposals to the School District.

Business - Any corporation, partnership, individual, sole proprietorship, joint venture, joint stock company, or any other legal entity engaged in the commercial provision of commodities, services or labor.

Competitive Consultants Negotiation Act (CCNA) - Under Florida Statute Chapter 287.055, the acquisition of all architectural, professional engineering, landscape architectural, registered surveying, and mapping services must be procured through the qualifications-only process known as the Consultants Competitive Negotiation Act (CCNA). The CCNA requires school districts to follow a qualifications-based selection process for any project in which the basic construction cost exceeds \$325,000, or, for a planning or study activity, the fee for professional services exceeds \$35,000.

Change Order -A written order to the contractor signed by the superintendent/president and the architect, issued after the execution of the contract, authorizing a change in the work or an adjustment in the contract sum or the contract time as originally defined by the contract documents.

Construction - The process of building, altering, repairing, improving, or demolishing any structure or building, or other improvements including roadways, utilities, and facility site work.

Consultant - Independent contractors who are considered to have education, specialized knowledge, experience or abilities not generally available within the School District. This includes but is not limited to: accountants, actuarials, appraisers, architects, artists, auditors, counselors, designers, economists, educators, engineers, financial analysts, lobbyists, management and systems analysts, medical practitioners, planners, promoters, researchers, scientists, sociologists, surveyors, trainers, and other professionals as designated by the Purchasing Department Director.

Contract - Any type of School District agreement, regardless of what it may be called, for the procurement, lease, or sale of commodities, services, or real property, or the disposal of assets.

Contractor - Any business that contracts to perform work or services, or provides commodities to the School District.

Design-Build – A project that combines the design and construction of a building or structure in a single contract performed by one firm. Design-Build procedures are governed by Florida Statute 287.055, as amended, and sets forth specific criteria for obtaining design-build services. Along with other criteria, this method requires a design criteria package be prepared, sealed by a design criteria professional employed by or retained by the School District and included with the Request for Qualifications (RFQ).

Emergency - Any condition that may affect the health, safety, and welfare of the students, staff, and visitors of the School District of Osceola County. It may also be a condition that stops or seriously impairs a necessary function of the School District.

Invitation - Includes all documents, regardless of the media, whether attached or incorporated by reference, used for inviting offers.

Minority Business Enterprise (MBE) - Per Florida Statute 288.703, "Minority business enterprise" means any small business concern as defined in subsection (1) which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least 51-percent-owned by minority persons who are members of an insular group that is of a particular racial, ethnic, or gender makeup or national origin, which has been subjected historically to disparate treatment due to identification in and with that group resulting in an under representation of commercial enterprises under the group's control, and whose management and daily operations are controlled by such persons. A minority business enterprise may primarily involve the practice of a profession. Ownership by a minority person does not include ownership which is the result of a transfer from a non-minority person to a minority person within a related immediate family group if the combined total net asset value of all members of such family group exceeds \$1 million. For purposes of this subsection, the term "related immediate family group" means one or more children under 16 years of age and a parent of such children or the spouse of such parent residing in the same house or living unit.

Procurement - For this manual, it shall mean Purchasing, or the process of qualifying, selecting and negotiating with prospective service providers.

Professional Services - Technical, and/or unique functions performed by independent contractors whose business is the rendering of such services. This includes accountants, appraisers, attorneys, auditors, medicine and the medical arts, architects, engineers, surveyors, management and systems consultants, research, the arts and other professionals as designated by the Purchasing Director. For purposes of CCNA only, professional services are services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.

Proposal - Any offer specifically given to the School District in response to an Invitation to Bid or a Request for Proposal.

Purchasing/Procurement - Includes purchasing, buying, renting, leasing, bartering, or otherwise acquiring any commodity or service or construction. It also includes all functions that pertain to obtaining any commodity or service or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration, and disposal of surplus.

Purchasing Director - The Purchasing Director of the School District of Osceola County, Florida, or designee.

Quote, Quotation - Means a statement of price, terms of sale, and description of commodities or services offered by a seller to a prospective buyer.

Recurring Purchase - Means making two or more purchases/charges when the user has reason to believe additional purchases/charges would be incurred by the School District within the next twelve months.

Respondent - A business that responds to an invitation.

Responsible - Means having the capability in all respects to fully perform the Contract requirements and the experience, capacity, facilities, equipment, credit, sufficient qualified personnel, and having a record of timely and acceptable past performance that will assure good faith performance,

Responsive - Substantially conforming with all material respects to the requirements and criteria set forth in the invitation.

Request For Proposal (RFP) - An Invitation to provide a proposal (offer) to the School District. It is normally awarded on a basis other than just price.

Request For Qualifications (RFQ) - An invitation process used to select a consultant/contractor based upon the apparent qualifications submitted by the respondent.

School District - The School District of Osceola County, Florida.

School Board - The School Board of Osceola County, Florida.

Scope of Services - The requirements that the respondent must complete for a contract. The requirements component of a Request For Qualifications or Request for Proposal.

Selection Committee - Any committee that has been delegated decision-making functions, directly or indirectly.

Service - The furnishing of labor, time, or effort by a contractor. This shall include all construction.

Single Source - A commodity can be purchased from multiple sources, but in order to meet certain functional or performance requirements (repair parts, matching existing equipment or materials), there is only one economically feasible source for the purchase.

Sole Source - The commodity can be legally purchased from only one source.

Specification - Any description of the physical or functional characteristics, or of the nature of the supply or service, or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, or construction item for delivery.

Superintendent - The District School Superintendent in the School District of Osceola County, Florida.

Vendor - Any business firm that will be or has been awarded a contract by the School District.

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