



REQUEST FOR PROPOSAL

Florida Defense Industry Economic Impact Analysis 2021

About the Florida Defense Support Task Force

The Florida Defense Support Task Force (FDSTF) was established in 2011 under Florida Statute 288.987 with the mission to make recommendations to preserve, protect and enhance Florida's military installations, support the state's position in research and development related to or arising out of military missions and contracting, and to improve the state's military friendly environment for service members, military dependents, military retirees, and business that bring military and base-related jobs to the state.



Enterprise Florida, Inc. (EFI), the public-private partnership responsible for leading Florida's statewide economic development efforts, is providing administrative and logistical support for the Task Force.

OVERVIEW

The defense industry plays a critical role in the Florida economy. Defense activity in Florida has long been a major source of significant military operations and training, employment for state residents, sales revenue for companies, and tax revenues for state and local governments.

Enterprise Florida, Inc. (EFI) is requesting proposals for the services of a qualified contractor to conduct a new Florida Defense Industry Economic Impact Analysis and create a 2021 Florida Defense Factbook. The study was previously completed by Matrix Design Group, Inc. in December 2019 utilizing 2018 Department of Defense (DoD) data which is no longer current. <https://www.enterpriseflorida.com/wp-content/uploads/Florida-Defense-Factbook-2020.pdf>

SCOPE OF SERVICE

Conduct an Economic Impact analysis of Florida's Military and Defense industry. Provide an enhanced statewide picture of the economic impact of all active military installations and defense industry in Florida including the Florida National Guard and the United States Coast Guard.

- Develop State, Regional and Local Impact Assessment.
 - Overall analysis used to calculate the total economic impact by installation, economic sector and geographical area must contain:
 - Total payroll (Military and Civilian, National Guard and Coast Guard, by salary level).
 - Non-payroll local expenditures (e.g. materials, supplies) by type.
 - Total value of all Military, National Guard and Coast Guard contracts (by type of contract).
 - Estimated inflows to Defense, National Guard and Coast Guard contractors (domestic and international).
 - Value of retiree spending (from Military, Coast Guard and National Guard).
 - Value of student trainee payrolls and spending.
 - Value of Military Reserve spending flows.

- Value of Military educational and medical spending.
- Estimated value of Military and Defense spending due to technology transfers.
- Inventory of total number of servicemembers at each of Florida's installation.
- Complete defense economic impact study, and design and publish a 2021 Florida Defense Factbook.
 - Design and produce a Florida Defense Economic Impact Analysis Study and publish a 2021 Florida Defense Factbook.
 - Three draft copies (hard) for interim review and comment.
 - Three final copies (hard).
 - Electronic files of draft and final study, as well as a draft Factbook to be reviewed and approved by the Vice President, Military and Defense Programs.
 - Factbook printing (1,200 books)
 - Design and produce an educational and informational brochure package.
 - In-person presentations to the Florida Defense Support Task Force and other appropriate audiences.

CONTRACTOR QUALIFICATIONS

- Knowledge of the military value of Florida's installations, ranges, and other military assets.
- Possess experience and knowledge of all branches of military services.
- Must be able to complete the scope of work within the given timeline.
- Awareness of the military's role in economic development and understanding of its significant Economic impacts.
- Experience in successful completion of similar projects.
- Must be able to enter into a contract with Enterprise Florida, Inc.
- Anticipated term of the contract will be from **July 1, 2021 to January 31, 2022** (7 months).

PROCESS / SCORING

Process

The objective of this RFP is to understand your experience and the depth/breadth in which you have carried out similar activities for other clients successfully.

1. All interested agencies should provide a proposal with fee structure to EFI. Details to be included in the statement are outlined in the following section.
2. Upon receipt, Proposals will be screened for responsiveness to the contractor qualifications by the Office of Military and Defense Programs, Enterprise Florida, Inc.
3. The top qualified agencies may be asked to answer questions or provide a phone/virtual presentation based on their proposal.
4. An evaluation committee will select the agency and make a recommendation to EFI.
5. Once approved, the agency will execute an agreement with EFI.

Enterprise Florida reserves the right to select one or multiple vendors for the work requested, or to reject all proposals. It is anticipated that the selected agency will be required to commence immediately upon execution of the agreement with EFI.

Scoring

Scoring Criteria
<u>Ability to Successfully Complete the Project</u> (30 points) <ul style="list-style-type: none"> Necessary experience, organization, qualification, skills and facilities to accomplish the outlined tasks. Demonstrated history of successfully performing work or projects that are similar to the duties of this project. Contractor clearly identifies adequate number of qualified staff to complete the project successfully.
<u>Methodology</u> (20 points) <ul style="list-style-type: none"> Ability to complete the work in the specified time frame. Conformance with the terms of the RFP.
<u>Budget</u> (10 points) <ul style="list-style-type: none"> Proposed costs are reasonable for the associated scope of work.
Total Score (out of 50)

PROPOSALS

Please submit a proposal in electronic format (PDF or similar). An appendix can be provided but will not be required reading by the review team. The following information should be included:

- Applicant Information:
 - Company Name
 - Federal Tax Identification Number
 - Name of Primary Responsible Contact
 - Title
 - Address
 - Telephone: Email:
- Ability to Successfully Complete the Project
 - Describe the ability of the contractor to accomplish the required scope of work within the given timeline and unique qualifications to complete project.
- Summary of Project
 - Project description
 - Objectives/methodology
 - Deliverables and Timing

- Cost proposal for performing the required service, and complete cost justifications
- Resumes of all personnel anticipated to work on this contract as well as the firm's qualifications relative to the items listed below.
- Economic analytical experience as well as the organization's qualifications relevant to the items above.
- Copy of applicant IRS form W9 to include the federal tax identification number.

Please add the following language to the end of the proposal:

"By virtue of submission, (the company) declares that all information provided is true and correct."

DEADLINE/CONTACT INFORMATION

Deadlines

- All questions must be submitted via email to Michelle Griggs: mgriggs@enterpriseflorida.com by **May 26, 2021 at 5:00 PM ET**. Responses will be posted on the Enterprise Florida, Inc. Military & Defense website on **May 28, 2021 at 5:00 PM ET**.
- Please email the final proposal to Michelle Griggs, to be received by **June 2, 2021, at 5:00 PM ET**.

Contact Information

Michelle Griggs
Grants Manager, Florida Defense Support Task Force,
Enterprise Florida, Inc.
101 North Monroe Street, Suite 1000
Tallahassee, FL 32301
Email: mgriggs@enterpriseflorida.com Phone: (850) 298-6640

Website: <https://www.enterpriseflorida.com/military-defense/funding-contracts-rfps/>

Notes

- *All work undertaken for this project is subject to public record including contract details and compensation.*
- *All questions must be submitted via email. Responses will be shared with all who have indicated they will submit a qualifications statement and those involved in the proposal process.*

Additional Terms & Conditions

EFI reserves the right to modify or remove the below terms and conditions prior to contracting and to provide for additional terms and conditions.

Enterprise Florida Standard Contract Terms & Agreements

1. This Agreement may not be assigned. This Agreement shall bind the heirs, successors, and permitted assigns of the parties. Upon being provided written notice from EFI, Contractor shall not object to any of EFI's assignment, or transfer of its rights, duties, or obligations under this Agreement to a governmental agency in the State of Florida.

2. EFI may terminate this Agreement for its convenience, in whole or in part at any time by providing written notice to Contractor. EFI may terminate this Agreement for cause at any time by providing written notice to Contractor. A termination for cause may occur due to (i) Contractor's willful misconduct or gross negligence; or (ii) Contractor's conscious disregard of its obligations hereunder or of any other duties mutually agreed upon; or (iii) intentional failure to timely produce required deliverables; or (iv) any other reason provided herein. In the event that EFI terminates this Agreement for cause or default and said termination is found to be wrongful by a court of competent jurisdiction, the termination shall be treated as one for convenience.

3. In the event of termination, EFI's sole obligation and liability to Contractor, if any, shall be to pay Contractor that portion of the expenses allowed under this Agreement that were incurred prior to the effective date of termination and unable to be reasonably cancelled. Lost profits, consequential damages, special damages, and costs incurred in preparing a proposal or otherwise incurred in obtaining this contract or award may not be recovered.

4. The acceptance of final payment under this Agreement, or the acceptance of final payment upon early termination hereof, shall constitute full and complete release of EFI by Contractor from any and all claims, demands, and courses of action whatsoever which Contractor may have against EFI.

5. Contractor may expend funds only for allowable costs.

6. Any balance of unobligated funds which has been advanced or paid to Contractor must be refunded to EFI upon request of EFI or termination of this Agreement. Any funds paid in excess of the amount to which Contractor is entitled under the terms and conditions of this Agreement must be refunded to EFI upon request of EFI or upon termination of this Agreement.

7. The EFI contract manager shall periodically review the progress made on the Scope of Work and deliverables required under this Agreement. If Contractor fails to meet and comply with the activities/deliverables established in this Agreement or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification, the contract manager may approve a reduced payment, request Contractor to redo the work, or terminate this Agreement.

8. Failure of Contractor to provide project deliverables and/or meet the scope of work as specified in the approved Scope of Work and deliverables required under this Agreement will result in a partial payment and/or nonpayment, as appropriate and as determined by EFI in its sole discretion.

9. Failure of Contractor to deliver the minimum requirements reflected in the Scope of Work and deliverables required, may result in withholding of future advance payment request (to the extent applicable to this Agreement) from the date of noncompliance until each deliverable has met compliance as determined by EFI in its sole discretion. All quarterly scheduled payments must be sequential in order as identified in the deliverable payment schedule of this Agreement. If payment is withheld due to deliverable compliance requirement, no further payments may be paid out of sequence.

10. Contractor shall abide by all federal, state, and local laws, including but not limited to, the requirements of section 215.971, Florida Statutes, if Contractor is a subrecipient of state financial assistance as defined in section 215.97, Florida Statutes.

11. Contractor shall (i) comply with all relevant federal, state and local laws designed to prevent discrimination so that Contractor does not discriminate against any person who performs work hereunder because of age, race, religion, color, sex, physical handicap, marital status, national origin, or ancestry unrelated to such person's ability to engage in this work; (ii) include in all solicitations or advertisements for employees the phrase "Equal Opportunity Employer"; (iii) if applicable, comply with any and all federal, state or local reporting requirements; and (iv) be declared in default of this Agreement if it fails to comply with any such reporting requirements of (iii) above or if Contractor is found guilty of any violation of any of the foregoing laws.

12. Contractor shall comply with all necessary laws and Governor Ron DeSantis' Executive Order 19-11 readopting Executive Order 17-319 preventing sexual harassment in state agencies. Contractor shall ensure a harassment-free workplace, with any allegation of harassment given priority attention and action by management.

13. Contractor agrees to comply with the requirements of section 448.095, Florida Statutes, and to register with and use the E-Verify system to verify the work authorization status of all newly hired employees and if entering into a contract with any subcontractor to further the objectives of this Agreement to require the subcontractor to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with or subcontract with an unauthorized alien. Knowing violation of this provision shall be cause for unilateral cancellation of this Agreement by EFI.

14. To the extent required by section 287.134(3)(a), Florida Statutes, and EFI's contract with the Florida Department of Economic Opportunity (DEO), Contractor acknowledges notice of the requirements of section 287.134(2)(a), Florida Statutes, relating to the discriminatory vendor list. An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134, F.S., may not: (1) submit a bid, proposal, or reply on a contract or agreement to provide any goods or services to a public entity; (2) submit a bid, proposal, or reply on a contract or agreement with a public entity for the construction or repair of a public building or public work; (3) submit bids, proposals, or replies on leases of real property to a public entity; (4) be awarded or perform work as a contractor, subcontractor, grantee, supplier, sub-grantee, or consultant under a contract or agreement with any public entity; or (5) transact business with any public entity. Contractor affirms that it is aware of the provisions of section 287.134(2)(a), F.S., and that at no time has Contractor or its affiliates been placed on the Discriminatory Vendor List.

15. To the extent required by Florida Statutes 287.133(3)(a), and EFI's contract with DEO, the Contractor affirms that it is aware of the provisions of section 287.133(2)(a), Florida Statutes. Contractor affirms that at no time has it been convicted of a Public Entity Crime and agrees that any such conviction during the term of this Agreement may result in termination of this Agreement in accordance with section 287.133(4), Florida Statutes. Contractor shall disclose to EFI if any of its affiliates, as defined in section 287.133(1)(a), Florida Statutes, is on the convicted vendor list. A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from performing under this Agreement for a period of 36 months from the date of being placed on the convicted vendor list.

16. Contractor shall retain and maintain all records and make such records available for an audit as may be requested. Such records shall be retained by Contractor for a minimum period of seven (7) years after termination of this Agreement. The records shall be subject at all times to inspection, review, or audit by State personnel of the Office of the Auditor General, Department of Financial Services, Office of the Chief Inspector General, DEO, or other personnel authorized by EFI and copies of the records shall be delivered to EFI upon request.

17. Pursuant to its contract with DEO, EFI's obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature of the State of Florida and DEO's funding obligations to EFI. This Agreement shall automatically terminate upon the discontinuance or reduction of legislatively appropriated funds that may be used and are sufficient to support this Agreement, in addition to all of EFI's other duties and responsibilities, in which case EFI is not obligated to provide any warning, notice or compensation in lieu of notice. The determination whether such funds are available shall be made by EFI at its sole discretion.

18. Pursuant to its contract with DEO, EFI requires Contractor, by executing this Agreement, to certify that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, F.S., (2) engaged in a boycott of Israel, (3) listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, F.S., or (4) engaged in business operations in Cuba or Syria. Pursuant to section 287.135(5), F.S., EFI may immediately terminate this Agreement for cause if Contractor is found to have submitted a false certification as to the above or if Contractor is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If EFI determines that Contractor has submitted a false certification, EFI will provide written notice to Contractor. Unless Contractor demonstrates in writing, within 90 calendar days of receipt of the notice, that EFI's determination of false certification was made in error, EFI shall bring a civil action against Contractor. If EFI's determination is upheld, a civil penalty equal to the greater of \$2 million or twice the amount of this Agreement shall be imposed on Contractor, and Contractor will be ineligible to bid on any Agreement with a Florida agency or local governmental entity for three years after the date of EFI's determination of false certification by Contractor. In the event that federal law ceases to authorize the States to adopt and enforce the contracting prohibition identified herein, this provision shall be null and void.

19. EFI does not endorse any contractor, commodity, or service, and this Agreement or the end product may not be used to imply any such endorsement.

20. The terms and provisions of this Agreement constitute the entire agreement between the parties hereto with respect to the subject matter of this Agreement, and shall supersede all previous communications, representations, or agreements, either oral or written, between the parties relating to such subject matter. No change or modification of this Agreement shall be effective unless made in writing and signed by both parties hereto.

21. This Agreement is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida. Any litigation arising under this Agreement shall be brought in the appropriate court in Orange County, Florida, applying Florida Law.

22. If any provision of this Agreement is deemed to be invalid, it shall be considered deleted here from and shall not invalidate the remaining provisions. All questions with respect to this Agreement and the rights and liabilities of the parties, are governed by the laws of the State of Florida.

23. In any action to enforce the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs as deemed just and proper.

24. Contractor shall not use any funds paid pursuant to this Agreement for lobbying the Florida Legislature, the Florida judicial branch, or any State agency.

25. Pursuant to its contract with DEO, EFI requires Contractor to report on the use of minority and service-disabled veteran business enterprises. This report will be in a form provided by EFI and must be submitted with the final payment request.

26. If any discovery or invention arises or is developed in the course or as a result of work or services performed under this Agreement, or in any way connected with this Agreement, the Contractor shall refer the discovery or invention to EFI to determine whether patent protection will be sought in the name of the State of Florida. Additionally, in the event that any books, manuals, films, or other copyrightable materials are produced, the Contractor shall notify EFI.

27. ACCESS TO RECORDS AND PUBLIC RECORDS REQUIREMENTS:

a. Contractor shall keep and maintain public records required by EFI to perform Contractor's responsibilities hereunder.

b. Contractor shall, upon request from EFI's custodian of public records, provide EFI with a copy of the requested records or allow the records to be inspected or copied by the public records requestor within a reasonable time per the cost structure provided in chapter 119, F.S., or as otherwise provided by law.

c. Contractor shall ensure that public records that are exempt, or confidential and exempt, from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the public agency.

d. Upon completion of the contract, Contractor shall transfer, at no cost to EFI, all public records in possession of Contractor or keep and maintain public records required by EFI to perform the service. If Contractor transfers all public records to the public agency upon completion of the contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to EFI, upon request from the EFI's custodian of public records, in a format that is compatible with the information technology systems of EFI.

e. Pursuant to section 288.901(1)(b), Florida Statutes, Contractor acknowledges that the Legislature has determined it is in the public interest and reflects the state's public policy that EFI operate in the most open and accessible manner consistent with its public purposes. To this end, EFI and its divisions, boards, and advisory councils, or similar entities created or managed by EFI, are subject to the provisions of chapter 119 relating to public records and those provisions of chapter 286 relating to public meetings and records.

f. If EFI does not possess a record requested through a public records request and the record is one that is in Contractor's possession, EFI shall immediately notify Contractor of the request, and Contractor must provide the records to EFI or allow the records to be inspected or copied within a reasonable time.

g. If Contractor provides records to EFI that contain "proprietary confidential business information" as defined in section 288.075, Florida Statutes, or "trade secrets" as defined in section 688.002, Florida Statutes, such information should be clearly marked as such and a redacted version of such record should also be provided to EFI. In the event that EFI asserts such exemption in response to a public records request based on Contractor's assertion, Contractor agrees to indemnify EFI, with EFI's choice of legal counsel, in any challenge to such assertion.

h. Contractor acknowledges that EFI may unilaterally cancel this Agreement if Contractor refuses to allow public access to all documents, papers, letters, or other material made or received in conjunction with the Agreement, unless the records are exempt from section 24(a) of Art. I of the Florida Constitution and section 119.07(1), Florida Statutes. If Contractor fails to provide public records to EFI within a reasonable time it may be subject to penalties under section 119.10, Florida Statutes.

i. In the event of a conflict between any provision within this Agreement and the provisions of Florida's public records and sunshine laws contained within Article I, Section 24 of the Florida Constitution, Chapter 119, Florida Statutes, section 286.011, Florida Statutes, and including all applicable exemptions therefrom, the provisions of Florida law shall prevail. Further, EFI shall not be liable to Contractor for any disclosures that EFI deems required under Florida law, and the necessity of such disclosure shall be at EFI's sole discretion determined in conjunction with its legal counsel.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, F.S., TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS by phone at: 850-298-6620, by email at: [_](#) or by mail at: Enterprise Florida, Inc., Public Records Coordinator, 101 North Monroe Street, Suite 1000, Tallahassee, Florida 32301.