

# NEFRC

## PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

**November 2, 2023**  
**9:00 a.m.**

**Northeast Florida Regional Council**  
Hybrid Meeting  
Virtual & In-Person



100 Festival Park Avenue  
Jacksonville, FL 32202  
☎ (904) 279-0880  
📠 (904) 279-0881  
🌐 www.nefrc.org  
✉ info@nefrc.org

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## MEMORANDUM

**DATE:** NOVEMBER 2, 2023

**TO:** NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

**THRU:** ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER *EP*

**FROM:** DONNA STARLING, CHIEF FINANCIAL OFFICER *DS*

**RE:** NEXT COMMITTEE MEETING

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The next Personnel, Budget & Finance Policy Committee meeting will be held at **9:00am** on **Thursday, February 1, 2024**. This will be a hybrid meeting, virtual and in-person, at the Northeast Florida Regional Council office located at 100 Festival Park Avenue, Jacksonville, FL 32202.

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**Northeast Florida Regional Council**

**PERSONNEL, BUDGET & FINANCE**  
**POLICY COMMITTEE**

**A G E N D A**

**Zoom Link:** <https://nefrc-org.zoom.us/j/87499770491>  
**Zoom Dial In #:** 1-786-635-1003 (or) 1-470-250-9358  
Meeting ID: 874 9977 0491

**THURSDAY, NOVEMBER 2, 2023**  
**9:00 a.m.**

**(ADDED OR MODIFIED ITEMS IN BOLD)**  
**(\*Denotes Action Required)**

**TAB**

- 1. Call to Order and Roll Call – Chair Register
- 2. Pledge of Allegiance and Welcome – Chair Register
- 3. Invitation to Speak – Chair Register

*Members of the public are welcome and encouraged to speak on any item brought before the Council and will be recognized during public comments.*

- \*4. Approval of September 7, 2023 Meeting Minutes – Chair Register ..... 1
- \*5. September 2023 Financial Report – Ms. Starling ..... 2
- \*6. Qualified Vendor List for GIS Technical Services – Ms. Payne ..... 3
- \*7. **Website Design Service Request for Proposal – Ms. Payne ..... 4**
- 8. Purchasing Guidelines – Ms. Payne
- 9. New CEO Vehicle Discussion – Ms. Payne
- 10. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**

11. Next Meeting Date: **THURSDAY, FEBRUARY 1, 2024**  
100 Festival Park Avenue  
Jacksonville, FL

12. Adjournment

**\*Denotes Action Item**

# Agenda

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## Item

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# NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

September 7, 2023

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## MINUTES

A hybrid meeting of the Personnel, Budget & Finance Committee was held on Thursday, September 7, 2023, at 9:00 a.m. via Zoom. **Chair Register** called the meeting to order with the following members present:

**Members:** Larry Harvey, Jim Renninger, Darryl Register, David Sullivan, and Christian Whitehurst

**Excused:** James Bennett, John Martin

**Staff:** Elizabeth Payne, Eric Anderson, Donna Starling, Tyler Nolen, and Sheron Forde

### Invitation to Speak

**Chair Register** announced that the public is welcome to speak on any item that is brought before the Committee.

### \* Approval of Minutes

**Chair Register called for a motion on the June 1, 2023 Meeting Minutes. Commissioner Harvey moved approval of the June 1, 2023 Meeting Minutes; seconded by Commissioner Sullivan. Motion carried.**

### \* July 2023 Financial Report

Ms. Starling reported that the Council posted a net income of \$11,457 for the month of July, with a year-to-date net income of \$86,500. She informed the Members that the audit will begin at the end of September.

**Chair Register called for a motion. President Whitehurst moved approval of the July 2023 Financial Report for Board consideration; seconded by Commissioner Harvey. Motion carried.**

### \* CEO Contract Renewal

**Mr. Register** stated that the CEO's evaluation results were reviewed by the Executive Committee at their August meeting. He provided a brief overview of the evaluation, which resulted in a very good evaluation. A brief discussion followed on the evaluation results.

**Chair Register** reminded the Members that the CEO's contract is for a three year term, which expires this year. The Executive Committee asked that a review of the other nine (9) Regional Planning Councils' Executive Directors salary and compensation be completed in contrast to Ms. Payne's salary. The findings would then be provided to the President, who was tasked with negotiating the new contract with Ms. Payne. The findings showed that Ms. Payne was near the bottom of the 10 Regional Councils in compensation. Chair Register provided a summary of the proposed new contract, which includes a nine percent (9%) salary increase, bringing her base salary to \$136,000. Additionally, to cover 100% of her health insurance; approximately \$4,800 per year.

**President Whitehurst** stated that, based several factors that included her excellent evaluation and execution of her duties, the nine percent increase was his suggested, in addition to covering her health insurance. He noted that even with this increase, Ms. Payne still remains near the bottom of the State's 10 Regional Planning Councils in salary. Discussion followed.

**Chair Register called for a motion. Commissioner Harvey moved approval of a three-year contract renewal for the CEO through September 30, 2026, with a nine percent increase to include paid health insurance benefits in the amount of \$4,800 for consideration by the Board; seconded by Commissioner Sullivan. Motion carried.**

FY 23/24 – 2<sup>nd</sup> Vice President

Ms. Payne provided a brief background on the two new Board Members representing the City of Jacksonville; with Councilmember Amaro also appointed as the Chair for the Duval County Transportation Disadvantaged Local Coordinating Board. With these two members being new to the City Council, she has no recommendation as to who would best serve in the Council's 2<sup>nd</sup> Vice President position. Discussion followed.

Following discussions, it was a consensus of the Committee to allow the Members to become familiar and get engaged with the Regional Council for a couple of months. Following that, a decision could be made on who could best fill that position.

Project Funding Update

Ms. Payne provided a spreadsheet of the Council's projects and their funding received. She highlighted the \$275,000 received from the DEP grant for resiliency, and the \$100,000 Flagler County Vulnerability Assessment grant that is being finalized. She also shared information on the DEO grants that were not awarded. Additionally, there is a possibility of receiving the Statewide Regional Evacuation Study Program Update through Division of Emergency Management. Ms. Payne stated that, based on the grants awarded, the Council has more than filled the initial budgetary deficit that was previously reported. That deficit was mainly due to the time in which the Council's budget is prepared – months before the start of the fiscal year.

Public Comment

None.

Next Meeting Date: Thursday, November 2, 2023.

Adjournment: Meeting adjourned at 9:35 a.m.

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Darryl Register  
Chair

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Elizabeth Payne  
Chief Executive Officer

# Agenda

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## Item

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## MEMORANDUM

**DATE:** OCTOBER 25, 2023

**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

**THRU:** ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

**FROM:** <sup>DS</sup> DONNA STARLING, CHIEF FINANCIAL OFFICER

**RE:** SEPTEMBER 2023 FINANCIAL REPORT

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The Northeast Florida Regional Council posted a Net Loss of \$16,278 for the month of September and a Year-to-Date Net Income of \$82,101.

The loss is largely attributed to the payment of a partnership agreement and higher expenditures associated with year-end close out.

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Regional Council - Agencywide	Adopted Budget 22/23	September 2023	YTD	Represents 100% of Fiscal Year	Budget Variance
<b>Revenues</b>					
County Dues	\$ 694,757	57,896	694,757	100%	0%
Local Government Technical Assistance	\$ 243,200	38,145	257,467	106%	6%
Transportation Disadvantaged (TD)	\$ 176,015	15,563	173,103	98%	-2%
Economic Development Administration (EDA)	\$ 78,000	6,033	79,393	102%	2%
Hazardous Analysis	\$ 13,849	336	14,130	102%	2%
Local Emergency Preparedness Committee (LEPC)	\$ 70,000	2,864	73,397	105%	5%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 75,878	5,430	72,939	96%	-4%
Division of Emergency Management Exercise Support	\$ 63,000	1,470	63,000	100%	0%
Small Quantity Generator (SQG) Program	\$ 5,000	-	4,999	100%	0%
Healthcare Coalition	\$ 816,860	58,791	838,894	103%	3%
CDBG North Florida Resiliency Plan	\$ 250,000	26,757	231,432	93%	-7%
CDBG Mitigation Assessment and Planning	\$ 55,000	2,801	47,289	86%	-14%
Florida Hospital Association	\$ 110,818	-	110,848	100%	0%
Department of Economic Opportunity (DEO)	\$ 101,678	-	101,678	100%	0%
Florida Department of Environmental Protection (FDEP)	\$ -	5,200	8,459	0%	-100%
Disaster Recovery Coordinator	\$ 16,000	7,707	20,663	129%	29%
American Flood Coalition	\$ 15,000	-	15,000	100%	0%
Regional Leadership Academy (RLA)	\$ 4,200	490	3,850	92%	-8%
Other Revenue	\$ 20,892	1,290	22,186	106%	6%
<b>TOTAL REVENUES</b>	<b>\$ 2,810,147</b>	<b>\$ 230,774</b>	<b>\$ 2,833,484</b>	<b>101%</b>	
<b>TRANSFER FROM GENERAL FUND</b>	<b>\$ (45,152)</b>	<b>\$ 16,278</b>	<b>\$ (82,101)</b>		
<b>TOTAL REVENUE/GENERAL FUND</b>	<b>\$ 2,764,995</b>	<b>\$ 247,052</b>	<b>\$ 2,751,383</b>	<b>100%</b>	
<b>Expenses</b>					
Salaries and Fringe	\$ 1,516,140	159,922	1,509,026	100%	0%
Contract/Grant Direct Expenses	\$ 911,039	45,114	925,320	102%	2%
Indirect - Allocated Expenses*	\$ 194,186	16,434	189,271	97%	-3%
General Fund Expense*	\$ 143,630	25,583	127,766	89%	-11%
<b>TOTAL EXPENSES</b>	<b>\$ 2,764,995</b>	<b>\$ 247,052</b>	<b>\$ 2,751,383</b>	<b>100%</b>	
<b>Net Income (loss)</b>	<b>\$ 45,152</b>	<b>(16,278)</b>	<b>\$ 82,101</b>		

Northeast Florida Regional Council  
 Balance Sheet  
 September 2023

	<b>FY 21/22</b> <b>September 2022</b>	<b>FY 22/23</b> <b>September 2023</b>
<b>ASSETS</b>		
Cash	2,425,296	2,137,575
Accounts Receivable	290,061	605,788
Pension Liability-Deferred Outflows	334,226	439,576
WJCT Security Deposit	7,400	7,400
<b>Total Current Assets</b>	<u>3,056,983</u>	<u>3,190,339</u>
<b>Property and Equipment:</b>		
Office Furniture and Equipment	<u>277,765</u>	<u>306,846</u>
Less Accumulated Depreciation	<u>168,994</u>	<u>205,595</u>
<b>Total Property and Equipment, net</b>	<u>108,771</u>	<u>101,251</u>
<b>Total Assets</b>	<u><u>3,165,754</u></u>	<u><u>3,291,590</u></u>
<b>LIABILITIES</b>		
Accounts Payable	27,901	43,174
Accrued Salaries and Leave	77,712	80,023
Deferred Revenue	251,518	172,320
Pension Liability	428,190	1,087,234
Pension Liability-Deferred Inflows	566,417	56,671
<b>Total Liabilities</b>	<u><u>1,351,738</u></u>	<u><u>1,439,421</u></u>
<b>EQUITY</b>		
<b>Equity and Other Credits:</b>		
Retained Earnings	1,814,016	1,852,169
<b>Total Equity and Other Credits</b>	<u>1,814,016</u>	<u>1,852,169</u>
<b>Total Liabilities, Equity and Other Credits</b>	<u><u>3,165,754</u></u>	<u><u>3,291,590</u></u>

## YTD Comparison

	21/22 Net Income (Loss)	22/23 Net Income (Loss)	21/22 Cash Balance	22/23 Cash Balance
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AGENCYWIDE

October	\$ 21,535	\$ 3,147	\$ 2,492,686	\$ 2,480,421
November	\$ 9,605	\$ 10,292	\$ 2,494,600	\$ 2,548,733
December	\$ 22,210	\$ 21,445	\$ 2,487,274	\$ 2,427,805
January	\$ 27,295	\$ 29,526	\$ 2,452,970	\$ 2,516,530
February	\$ 63,350	\$ 44,710	\$ 2,623,570	\$ 2,488,934
March	\$ 98,960	\$ 65,477	\$ 2,452,109	\$ 2,237,393
April	\$ 125,273	\$ 82,390	\$ 2,340,155	\$ 2,354,111
May	\$ 122,532	\$ 60,665	\$ 2,390,743	\$ 2,200,457
June	\$ 153,422	\$ 75,043	\$ 2,247,173	\$ 1,807,496
July	\$ 143,654	\$ 86,500	\$ 2,227,862	\$ 2,227,862
August	\$ 116,384	\$ 98,379	\$ 2,466,138	\$ 2,360,077
September	\$ 50,907	\$ 82,101	\$ 2,425,296	\$ 2,137,575



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## MEMORANDUM

**DATE:** OCTOBER 25, 2023  
**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS  
**THRU:** ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER *EP*  
**FROM:** DONNA STARLING, CHIEF FINANCIAL OFFICER *DS*  
**RE:** SEPTEMBER 2023 INVESTMENT REPORT

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### Bank Account Interest

	<u>FY 21/22</u>	<u>FY 22/23</u>
September Interest	\$ 9	\$ 1,276
Year to Date Interest	\$ 103	\$ 11,394

### Florida Local Government Investment Trust

	<u>FY 21/22</u>	<u>FY 22/23</u>
Current Balance	\$17,509	\$18,138

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# Agenda

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## Item

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## MEMORANDUM

**DATE:** OCTOBER 25, 2023

**TO:** NEFRC PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

**FROM:** ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

**RE:** QUALIFIED VENDORS LIST FOR GIS TECHNICAL SERVICES

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The Council issued a Request for Qualified Vendors for GIS Technical Services on August 14, 2023. The deadline for the qualified vendor responses was September 6, 2023. Attached is a copy of the request.

The goal of the request was to develop a Qualified Vendors List of professionals to perform GIS services for various projects and programs of the Council, on an as needed basis. There were four primary services that were identified in the QVL:

1. Data development, review, and analysis, including quality control and assurance of existing data;
2. GIS-based modeling specific to sea level rise, flooding, and rainfall data;
3. Review of GIS processes, to include possible workflow improvements and methodology assessments; and
4. Mapping services, including ArcGIS online and story maps

The Council received six responses:

- Cultivate Geospatial Solutions
- FlynnMetrics
- Taylor Engineering
- Urban GIS
- VSE
- Weston and Sampson

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A committee of staff members reviewed and scored the responses. It was determined, based on the scoring, that all but one vendor (VSE) met the needed qualifications to perform the services requested.

Average Score out of 100 possible points:

- Cultivate Geospatial Solutions – 38.3
- FlynnMetrics – 65.3
- Taylor Engineering - 86
- Urban GIS - 40
- VSE – 6.66 - DID NOT MEET QUALIFICATIONS
- Weston and Sampson - 67

### **Recommendation**

**Staff respectfully recommends that the Personnel, Budget & Finance Policy Committee approve the five qualified vendors - *Cultivate Geospatial Solutions, FlynnMetrics, Taylor Engineering, Urban GIS, and Weston and Sampson* for placement on a Qualified Vendors List for GIS Technical Services and a contract entered into with each vendor for services, as needed, for an amount not to exceed \$100,000 per year for Board consideration.**

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**NORTHEAST FLORIDA REGIONAL COUNCIL**

**QUALIFIED VENDOR LIST**

**FOR**

**GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES**

AUGUST 14, 2023

Northeast Florida Regional Council  
100 Festival Park Avenue, Jacksonville, FL 32202  
Tel: (904) 279-0880  
<http://www.nefrc.org>



QUALIFIED VENDOR LIST  
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES

## General Information

### A. Purpose

Vendors are invited to respond to an open-ended contract for a Qualified Vendor List (QVL) of consultants to perform professional GIS consulting and/or services on an as-needed basis for the Northeast Florida Regional Council (NEFRC). Price will not be considered in the establishment of the QVL.

The responding Consultant should be actively engaged in GIS-related services. A Scope of Work will be determined for each individual project processed under this QVL and the selected Consultant is expected to perform the Scope of Work if awarded an individual project.

GIS consulting and/or services may include:

- a. Data development, review, and analysis, including quality control and assurance of existing data;
- b. GIS-based modeling specific to sea level rise, flooding, and rainfall data;
- c. Review of GIS processes, to include possible workflow improvements and methodology assessments;
- d. Mapping services, including ArcGIS online and story maps.

Subject matter may relate to State required vulnerability assessments, rainfall and compound flooding modeling, trails and ecotourism, local/regional planning, resiliency, and healthcare sector planning

### B. List of Events

<b>Action</b>	<b>Date</b>
Qualified Vendors List Request– Released	Monday, August 14, 2023
Consultant Questions Due to NEFRC	Monday, August 21 @ 2:00 p.m. EST
NEFRC Response to Consultant Questions	Wednesday, August 23 @ 5:00 p.m. EST
Proposal's Due Date	Wednesday, September 6 @ 3:00 p.m. EST

### **Consultant Questions and Response**

In order to ensure consistent responses and to provide correct information to all interested Consultants, questions regarding this Qualified Vendors List can be sent to Sheron Forde at [sforde@nefrc.org](mailto:sforde@nefrc.org) no later than Monday, August 21 at 2:00 p.m. EST.

The NEFRC will post the responses to the Vendor questions to the NEFRC website (<https://www.nefrc.org/>) no later than Wednesday, August 23 at 5:00 p.m. EST.

Except for as provided above and for current business, during the QVL process, all prospective proposers are hereby prohibited from contacting any member of the Northeast Florida Regional Council's Board of Directors or employees in any respect during the solicitation and evaluation period.

QUALIFIED VENDOR LIST  
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES

The violation of this rule shall result in the automatic disqualification of any response to a proposal submitted by the violator.

**C. Description of Entity**

The Northeast Florida Regional Council (NEFRC) is a regional organization formed by Florida Statute and interlocal agreements, serving seven counties in Northeast Florida – Baker, Clay, Duval, Flagler, Nassau, Putnam, and St. Johns and 25 municipalities. The mission of the NEFRC is to bring communities together on a variety of issues by engaging citizens, businesses, governments, and stakeholder organizations. In doing so the NEFRC communicates issues, convenes, collaborates, and works to construct solutions.

**D. Terms of Agreement**

The QVL will be established by the NEFRC for up to a three (3) year period. No guarantee is expressed or implied to any Qualified Vendor as to the total quantity of services to be purchased under any open-ended contract. No delivery shall become due or be acceptable without a Scope of Work from the NEFRC unless otherwise provided for in the contract. The Scope of Work will contain the specific services, quantity, time and location of delivery, and other pertinent data.

When a specific service or project is needed, the QVL vendors will be invited to offer a fixed price for a specific service or scope of work. The vendor offering the lowest fixed price and who meets any specific experience and/or certification requirements, as identified in the request, shall be awarded the project.

All work products developed as a result of an approved written Scope of Work between a consultant and the NEFRC will become the property of the NEFRC.

**E. Instruction for Proposal Submission**

a. Proposal Submittal

One (1) hard copy of the proposal and one (1) electronic copy (PDF preferred) of the proposal should be addressed as follows:

Northeast Florida Regional Council  
100 Festival Park Avenue  
Jacksonville, FL 32202  
Attention: Donna Starling

It is important that the proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

**SEALED PROPOSAL**

For Qualified Vendor List Services

**Late proposals will not be considered.**

b. Closing Submission Date

Proposals must be submitted by Wednesday, September 6th at 3:00 pm EST.

QUALIFIED VENDOR LIST  
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES

c. Conditions for Proposals

All costs incurred in the preparation of a proposal responding to this QVL will be the responsibility of the Consultant and will not be reimbursed by the NEFRC.

**F. Applicable Laws and Regulations**

The selected Qualified Vendor shall comply with all federal, state, and local laws, rules, and regulations which may apply.

**G. Right to Amend the Qualified Vendor List**

The NEFRC may add vendors to the QVL or delete vendors who do not meet NEFRC deliverables and/or evaluation processes. In addition, the NEFRC reserves the right to re-advertise this QVL as needed to solicit additional vendors if it is deemed in the NEFRC's best interest.

**H. Right to Reject**

The NEFRC reserves the right to reject any and all proposals received in response to this QVL. An agreement with a qualified vendor will be based on the factors described in this QVL. The NEFRC may request additional information from any consultant.

**I. Public Records**

Information supplied by the consultant to the NEFRC is subject to the Florida Public Records Law. Florida law provides that municipal records shall at all times be open for personal inspection by any person, Section 119.01, F.S., The Public Records Law. Information and materials received by the NEFRC in connection with all Consultant's responses shall be deemed to be public records subject to public inspection upon award as defined in Section 119.071, F.S.

**J. Small and/or Minority-Owned Businesses**

The NEFRC will make efforts to utilize small businesses and minority-owned businesses. A Consultant qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.3-8).

**K. Announcement of Qualified Vendor List**

All proposals for the Qualified Vendor List (QVL) will be selected based on experience working with GIS and meeting the technical qualifications detailed in this document. The QVL will include no more than six (6) vendors. It is expected that the Vendors selected for the Qualified Vendor List will be notified prior to the end of September 2023.

In accordance with Florida Statutes Section 120.57, any person who is adversely affected by the agency's decision or intended decision shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of the decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in

QUALIFIED VENDOR LIST  
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES

writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded in the computation of the 72-hour time periods provided by this paragraph.

## **J. Vendor Technical Qualifications**

To be considered a responsible Vendor for the QVL, the vendor is required to provide written evidence of any of the following that applies:

1. Experience working with regional planning councils or similar regional organizations in Florida;
2. Experience working on regional-scale projects;
3. Experience working with the Florida Department of Environmental Protection Resilient Florida awarded projects, including vulnerability assessments;
4. Experience in using Story Maps to demonstrate project results.

Proof of experience should be demonstrated by providing a list of applicable experience and letters of recommendation from entities other than the NEFRC.

**\*Note: NEFRC Board members and staff will not provide letters of recommendation for this QVL process. Prospective vendors may list experience with the NEFRC, but no support letters will be provided.**

## **Information for All Prospective Vendors**

### **A. Required Proposal Documentation**

**All proposals should include the following:**

- Organizational Chart identifying the structure of the firm and the primary responsibilities of the operational staff
- List of key personnel and a complete resume for each detailing their experience, education, expertise, qualifications, and experience with GIS

### **B. Services Documentation**

Prospective vendors must provide the listed documentation.

**\*\*Attempt to keep Samples/Evidence under 25 pages\*\***

- GIS Technical Services**
  - Detailed statement illustrating work experience with regional councils or similar regional organizations in Florida.
  - Detailed statement illustrating work experience on regional scale projects – involving more than contiguous counties within Florida.

QUALIFIED VENDOR LIST  
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES

- Detailed statement illustrating that the firm has experience developing and completing portions of a State of Florida required vulnerability assessment (s. 380.093 FS) including an exposure analysis and/or a sensitivity analysis.
- Detailed statement illustrating that the firm has experience in creating Story Maps using ArcGIS online to demonstrate a project.
- Up to four (4) samples of work completed to support the experience for the requested vendor technical qualifications detailed in this document.
- Up to four (4) letters of recommendation for the projects provided

**C. Evaluation Criteria for Qualified Vendor List Selection**

Proposals will be evaluated and graded in accordance with the criteria detailed below.

<b>Evaluation Criteria:</b>	<b>Points</b>
<b>Prior Experience of Vendor</b>	<b>0-10</b>
<b>Makeup of Key Staff/Team Members</b>	<b>0-10</b>
<b>Experience working with Regional Councils</b>	<b>0-20</b>
<b>Experience with Regional Scale Projects</b>	<b>0-20</b>
<b>Experience with Vulnerability Assessments, etc.</b>	<b>0-20</b>
<b>Experience with Story Maps</b>	<b>0-20</b>
<b>Maximum Points Possible</b>	<b>100</b>

**D. Required Certifications**

The Vendor selected for the QVL will submit the following certifications:

**Public Entity Crimes Certification**

In accordance with Florida Statutes section 287.133(3) (a), when awarded, the Consultant will complete and return the Public Entity Crimes Certification form.

**Drug-Free Workplace Certification**

In accordance with Florida Statutes section 287.087, when awarded, the Consultant will complete and return the Drug-Free Workplace Certification form.

**E. Insurance Requirement**

The Consultants selected for the QVL shall secure, maintain, and present insurance coverage reflecting the minimum amounts of \$ 1,000,000 for general liability, \$1,000,000 for professional liability, and workers' compensation to include employer's liability limits as required by the State of Florida.

QUALIFIED VENDOR LIST  
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES

**Proposal Response Cover Sheet**

Include one (1) hard copy and one (1) electronic copy (PDF preferred) on a flash drive of the proposal documents.

<b>Prospective Vendor Name</b>	
<b>Address</b>	
<b>Primary Point of Contact: Name</b>	
<b>Primary Point of Contact: Phone Number</b>	
<b>Primary Point of Contact: Email Address</b>	

<b>Documentation Included for consideration</b>		Check any or all that apply
<input type="checkbox"/>	Experience with Regional Councils or similar regional organizations in Florida	
<input type="checkbox"/>	Experience working on regional-scale projects	
<input type="checkbox"/>	Experience working with Florida Department of Environmental Protection Resilient Florida awarded projects, including vulnerability assessments	
<input type="checkbox"/>	Experience in using Story Maps to demonstrate project results	
<b>Documentation Required from all prospective vendors</b>		
<input type="checkbox"/>	Insurance Requirements	
<input type="checkbox"/>	Public Entity Crimes Certification	
<input type="checkbox"/>	Drug-Free Workplace Certification	

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GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES

**APPENDIX I**

**SWORN STATEMENT UNDER SECTION 287.133 (3)  
(a), FLORIDA STATUTES, ON PUBLIC ENTITY  
CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted for \_\_\_\_\_.

2. This sworn statement is submitted  
by \_\_\_\_\_

\_ Whose business address  
is: \_\_\_\_\_

\_ and (if applicable) its Federal Employer Identification Number (FEIN)  
is \_\_\_\_\_.

(If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_)

3. My name is \_\_\_\_\_ and my relationship to the entity named  
above is \_\_\_\_\_

4. I understand that a “public entity crime” as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that “convicted” or “conviction” as defined in Section 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record, relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an “affiliate” as defined in Section 287.133(1) (a), Florida Statutes, means: (1) A predecessor or successor of a person convicted of a public entity crime; or (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length

QUALIFIED VENDOR LIST  
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES

agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, that statement which I have marked below is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.]

\_\_\_Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, has been charged with and convicted of public entity crime subsequent to July 1, 1989.

\_\_\_There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the Final Order.]

\_\_\_The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the Final Order.]

\_\_\_The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print, Type, or Stamp of Notary Public

Personally known to me, or Produced Identification:

\_\_\_\_\_  
Type of ID



QUALIFIED VENDOR LIST  
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SERVICES

**APPENDIX II**  
**DRUG FREE WORKPLACE FORM**

The undersigned vendor in accordance with Florida Statue 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 under bid a copy of the Drug-Free statement.
4. 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 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.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# Agenda

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## Item

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Tab 4

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Tab 4

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Tab 4



100 Festival Park Avenue  
Jacksonville, FL 32202  
☎ (904) 279-0880  
📠 (904) 279-0881  
🌐 www.nefrc.org  
✉ info@nefrc.org

Serving the communities of Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns Counties

***Bringing Communities Together***

## MEMORANDUM

**DATE:** OCTOBER 30, 2023

**TO:** NEFRC PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

**THRU:** ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER *EP*

**FROM:** TYLER NOLEN, SPECIAL PROJECTS COORDINATOR *TN*

**RE:** WEBSITE DESIGN SERVICES REQUEST FOR PROPOSAL

---

NEFRC issued a Request for Proposals (RFP) for Website Design Services on October 9, 2023. The deadline for the RFP responses was October 25, 2023. Attached is a copy of the RFP. The goal of the RFP is to obtain the services of a professional firm to develop and maintain the website of the Council and its programs, including the Region 3 Healthcare Coalition Alliance websites. These websites should be informative, up-to-date, easy to maintain, and viewable on desktop and mobile devices.

The Council received three (3) responses to the RFP.

1. CTRL + ALT Digital
2. SGS Technologie
3. The Zimmerman Agency

A committee of staff members reviewed and scored the responses. It was determined, based on scoring, that SGS Technologie ranked first and CTRL + ALT Digital ranked second. The Average score amongst the proposals are as follows.

Average Score out of 100 possible points:

1. SGS Technologie – 90.66
2. CTRL + ALT Digital – 84.33
3. The Zimmerman Agency – 66.66

### **RECOMMENDATION:**

Staff respectfully recommends that the Personnel, Budget & Finance Policy Committee approve, for the Board of Directors' consideration, authorization for the CEO to engage in negotiations with the top two firms, SGS Technologie and CTRL + DEL Digital, to determine the best firm and price for the Council's website needs.



**Northeast Florida Regional Council  
Request for Proposals**

**Website Design Services**

October 9, 2023

Northeast Florida Regional Council  
100 Festival Park Avenue, Jacksonville, FL 32202  
Tel: (904) 279-0880

<http://www.nefrc.org>

Point of Contact: Donna Starling [dstarling@nefrc.org](mailto:dstarling@nefrc.org)

## I. Introduction

### A. Invitation

The Northeast Florida Regional Council (Council) requests written proposals from qualified consultants to provide website design and maintenance services to the Council and Region 3 Healthcare Coalition Alliance **based on the criteria outlined in Section II— Scope of Work.**

### B. List of Events (All times are Eastern Standard Time)

Action	Deadlines
Request for Proposal (RFP)– Released/Published	<b>Monday, October 9, 2023</b>
RFP questions from consultants due to the Council	<b>Monday, October 16, 2023 @ 3:00 p.m. EST</b>
Council response to RFP questions published	<b>Thursday, October 19, 2023 @ 4:00 p.m. EST</b>
Proposals Due (Technical and Price)	<b>Wednesday, October 25, 2023 @ 3:00 p.m. EST</b>
Council Approval of the Award	<b>Thursday, November 2, 2023</b>

#### RFP Questions and Response

To ensure consistent responses and provide correct information to all interested parties, questions regarding this Request for Proposals should be directed to Donna Starling at [dstarling@nefrc.org](mailto:dstarling@nefrc.org) no later than **Monday, October 16, 2023 @ 3:00 p.m. EST**

The Council will post the responses to the Consultant RFP questions to the Council website <https://www.nefrc.org/> no later than **Thursday, October 19, 2023 @ 4:00 p.m. EST**

## II. Project Description

### A. Purpose

This Request for Proposal is to obtain the services of a professional firm (Consultant) that can develop and maintain the website of the Council and its programs and the development and maintenance of the Region 3 Healthcare Coalition Alliance websites. These websites should be informative, up-to-date, easy to maintain, and viewable on desktop and mobile devices.

### B. Description of Entity

The Council is a dynamic network of local governance, serving seven counties – Baker, Clay, Duval, Flagler, Putnam, Nassau, and St. Johns – and 25 municipalities. The mission of the Council is to celebrate the unique assets of Northeast Florida and to engage its people, businesses, governments, and organizations. In doing so, the Council communicates issues, convenes stakeholders, collaborates with others, and calculates, analyzes, and constructs solutions.

The Region 3 Healthcare Coalition is made up of three Coalitions that serve 18 Counties in North Florida. The development and sustainment of Health Care Coalitions (HCCs) is a federal initiative and a requirement of the Hospital Preparedness Program (HPP)

Cooperative Agreement funded by the Assistant Secretary for Preparedness and Response (ASPR). The purpose of HCCs is to ensure that local providers and other healthcare partners plan collaboratively for the risks facing the healthcare community and identify available local resources.

### C. Scope of Work

The planned scope of work includes three primary elements.

**1) For the requested websites to be effective they must be:**

- a. Easy and Intuitive
- b. Visually pleasing
- c. Informative
- d. Quick to load and operate
- e. ADA Compliant in accordance with Section 508 ( and any subsequent amendments)of the Rehabilitation Act of 1973.
- f. Compatible with desktop and mobile devices.
- g. Provide Security protocols and correctional services in the event of a foreign attempt to manipulate websites.

**2) The development and maintenance of the Council website ([nefrc.org](http://nefrc.org)):**

- a. Transitioning Council website domain.
- b. Working with program staff to develop specific website pages.
- c. Development, maintenance, and domain transitioning of Council program-specific websites.
  - i. Regional Community Institute (<http://www.rcinef.org>)
    - 1. P2R2 (<http://www.rcinef.org/P2R2.html>)
  - ii. Local Emergency Planning Committee (<http://www.neflepc.org>)
- d. The development, transitioning, and organization framework of the Council 'Media Library' currently hosted on the Council website through a google drive account. **A "SharePoint" site is preferred.**
- e. Providing general website maintenance i.e., updating website pages, uploading documents, updating graphics, etc., as needed.

**3) The development and maintenance of the Region 3 Healthcare Coalition Websites:**

<a href="http://Fregion3hcc.org">Fregion3hcc.org</a>	<a href="http://Neflhcc.org">Neflhcc.org</a>
<a href="http://Floridahcc.org">Floridahcc.org</a>	<a href="http://Ncfhcc.org">Ncfhcc.org</a>

- a. Transitioning all-website domains.
- b. Working with program staff to develop specific website pages.
- c. Bolster the Region 3 Alliance website, including having specified tabs for the Northeast, North Central, and CHAMP coalitions.
  - i. As these three coalitions already have their own website, the original website URL should redirect the individual to the respective coalition tab on the new website.
  - ii. Additional tab for Resources, and a simple way to upload resources as they are received/updated
- d. Develop a publication-ready regional map/image of the 18-county HCC region, with three additional maps of the separate coalitions (Northeast, North Central, CHAMP).
  - i. Update the color-scheme and graphics of the CHAMP logo.
- e. Perform updates, as needed, to the Florida HCC website (<https://www.floridahcc.org>).
  - i. Include a method for Coalition Coordinators to access the website to upload shared documents.
- f. Providing general website maintenance i.e., updating website pages, uploading documents, updating graphics, etc., as needed.

### **Requested Deliverables**

The following items are a prioritized list of how the deliverables should be completed.

- 1) Development of Healthcare Coalition Websites [FLregion3hcc.org](http://FLregion3hcc.org) and [Neflhcc.org](http://Neflhcc.org).
- 2) Development of the Northeast Florida Regional Council Website.
- 3) Development of the Council 'Media Library'
- 4) Development of the remaining HCC websites
- 5) Development of program specific Council websites outlined above.

### **D. Technical Qualifications**

The Consultant, in the proposal, shall, as a minimum, include the following:

#### **1) Prior Experience**

The Consultant should detail their experience with:

- (a) Developing websites
- (b) Migrating website domains
- (c) Teaching clients to upload documents and maintain basic website information.

(d) Providing security features to prevent manipulation of websites, including fixing websites if they are compromised.

**The Consultant should provide examples of websites they have designed in the past.**

## **2) Organization, Size, and Structure of the Consulting Firm**

The Consultant should detail the structure and location of the firm:

(a) Organization Structure - The Consultant should describe its organization, size, and structure. Indicate, if appropriate, if the Consultant is a small or minority-owned business.

(b) Location in Northeast Florida - The Consultant should provide the location of the office from which the work is to be performed and indicate whether the firm is a local, regional, or national firm.

### **Small and/or Minority-Owned Businesses**

Efforts will be made by the Council to utilize small, minority, and women-owned businesses. A Consulting Firm qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.3-8). A Minority or Women-Owned Business is defined as that which is certified by the State of Florida.

## **3) Team Composition**

The Consultant should describe the qualifications of staff to be assigned to the contract. Descriptions should include:

(a) Team composition and certifications

(b) Prior experience (including years) of the individual team member(s) relative to the cited experience (referenced above).

**The Consultant should identify the project manager and Principal, along with the respective person's email address and telephone number.**

## **4) Proposed Price**



The Consultants should provide a proposed total cost for services over a one-year period. Overall price will be scored with preference. The proposed cost should not exceed \$40,000.

## E. Required Certifications

### 1) Public Entity Crimes Certification

In accordance with Florida Statutes section 287.133(3) (a), the Consultant will complete and return as part of the RFP the Public Entity Crimes Certification form.

### 2) Drug-Free Workplace Certification

In accordance with Florida Statutes section 287.087, the Consultant will complete and return as part of the RFP the Drug-Free Workplace Certification form.

## F. Insurance Requirement

The Consultant awarded the contract shall secure, maintain, and present insurance coverage reflecting the minimum insurance requirements by the State of Florida for general liability, professional liability, and worker's compensation to include employer's liability limits as required by the State of Florida.

The firm must also name the Council as an additional insured on the general liability and professional liability.

## III. Terms of Agreement

It is expected that the Consultant Agreement shall be a fixed-price contract. This contract shall begin on the date of contract execution **and end on September 30, 2024**, with the possibility of renewal on an annual basis.

## IV. Proposal Details

### 1) Closing Submission Date

Proposals must be submitted no later than **Wednesday, October 25, 2023 at 3:00 p.m. EST.**

### 2) Inquiries

To ensure consistent responses and to ensure consistent and correct information to all interested parties, potential respondents must submit all questions and requests for clarification in writing to [dstarling@nefrc.org](mailto:dstarling@nefrc.org). All questions and answers will be posted at [www.nefrc.org](http://www.nefrc.org). **No questions will be accepted after 3:00 p.m. EST on Monday, October 16, 2023.**

Except for as provided above and for current business, during the bidding process, all prospective proposers are hereby prohibited from contacting any member of the Northeast Florida Regional Council's Board of Directors or employees in any respect during the solicitation and evaluation period. The violation of this rule shall result in the automatic disqualification of any response to a bid solicitation submitted by the violator.

**3) Conditions of Proposal**

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Consultant and will not be reimbursed by the Council.

**4) Price**

**The budget of this project is not-to-exceed \$40,000 over a one-year period.** Please include a cost breakdown of the Consultant's price to complete this project, for example, the Consultant should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should be indicated.

**5) Applicable Laws and Regulations**

The selected Consultant shall comply with all federal, State, and local laws, rules, and regulations.

**6) Right to Reject**

The Council reserves the right to reject all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP. The Council may request additional information from any proposer.

**7) Public Records**

Information supplied by the Consultant to the Council is subject to the Florida Public Records Law. Florida law provides that municipal records shall at all times be open for personal inspection by any person, Section 119.01, F.S., The Public Records Law. Information and materials received by the Council in connection with all Consultant responses shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 30 days after bid opening, whichever occurs first. Section 119.071, F.S.

**V. Submission of Proposals**

All proposals submitted shall contain two parts and be marked as follows:

**Part I- Technical and Price Proposal**

**Part II- Signed Certification Forms**

All proposals shall include two copies (one hard copy and one PDF/electronic version on a flash drive) of the Technical and Price Proposal and the signed Drug-Free Workplace Certification and the Public Entity Crimes Certification.

One (1) Hard copy - original

One (1) PDF/electronic version on a flash drive

The proposal should be addressed as follows:

Northeast Florida Regional Council  
100 Festival Park Avenue  
Jacksonville, FL 32202  
Attention: Donna Starling

Proposals can be delivered or mailed to the address above. **All proposals must be received by Wednesday, October 25, 2023 @ 3:00 p.m. EST.**

It is important that all copies of Parts I and II of the Consultant's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

**Sealed Proposal**  
**For Website Design Services**

It is the responsibility of the Consultant to ensure that the proposal is received by the Council by the date and time specified above.

**Late proposals will not be considered.**

**Nonresponsive Proposals**

The Council reserves the right to waive any immaterial inconsistencies in a proposal that might otherwise appear to make said proposal nonresponsive. Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this RFP.
- The proposal does not include all the required documentation.
- The proposal does not address the Scope of Work.

## VI. Evaluation Criteria

Evaluation of each proposal will be based on the following criteria:

<u>Factors</u>	<u>Point Range</u>
<b>1) Prior experience with:</b>	
a. Developing websites	0-15
b. Migrating website Domains	0-15
c. Teaching clients to upload documents and maintain basic website information.	0-15
d. Providing Security features to prevent manipulation of websites, including fixing websites if they are compromised.	0-15
<b>Experience</b>	<b>Up to 60 points</b>
<b>2) Organization, size, and structure of Consulting Firm.</b>	
a. Organization structure	0-5
b. Location in Northeast Florida	0-5
c. Small and/or Minority-Owned Businesses	0-5
<b>Organization Type</b>	<b>Up to 15 points</b>
<b>3) Team composition</b> and relevant experience of team members will be considered.	
a. Team composition and certifications	0-5
b. Experience of team members	0-5
<b>Team Composition</b>	<b>Up to 10 points</b>
<b>4) Proposal Price</b>	0-15
	<b>Up to 15 points</b>
<b>Maximum Possible Points</b>	<b>100</b>

## **VII. Review and Notification Process**

The Council may, at its discretion, request presentations from the top three scorings to clarify or negotiate modifications to the Firm's proposals.

The Council considers the contract award to the responsible Consultant with the highest total points. However, the Council reserves the right to award without further discussing the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Consultant can propose.

The Council considers the contract award to the responsible Consultant with the highest total points. The Council reserves the right to segment proposals or accept portions of proposals as is in the best interest of the program and the Council. Final price negotiation will result from the selection of all or part of the most successful proposal.

In accordance with Florida Statutes Section 120.57, Any person adversely affected by the agency decision or intended decision shall file a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation.

The formal written protest shall be filed within ten days after the notice of protest. Failure to file a notice of protest or a formal written protest shall constitute a waiver of proceedings under this chapter. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded from the computation of the 72-hour periods provided by this paragraph.