



University of
West Florida

Procurement & Contracts
11000 University Parkway
Building 20W, Room 159
Pensacola, FL 32514

**Request for Proposal
14RFPT-09EE
Employee Assistance Program**

November 10, 2015

TO: Potential Participants

The University of West Florida (hereinafter referred to as UWF) is soliciting responses to a Request for Proposal (RFP) for the Employee Assistance Program (EAP) at the University of West Florida located in Pensacola, Florida.

Carefully review this Request for Proposal, it provides specific technical information necessary to aid participating firms in formulating a thorough response. **Should you elect to participate, complete an original and the required copies of the requested information and return proposal binders and the sealed price package all in a sealed box/envelope directly to Procurement & Contracts before 2:00 p.m. Central Time on Tuesday, January 5, 2016.** For more information refer to "RFP Information and Instructions" below. **Late or incomplete responses will not be accepted.**

Respondents are fully responsible for obtaining the complete RFP, including all attachments, any and all addenda (if applicable), and information concerning the RFP tabulations by visiting our website:
<http://uwf.edu/offices/procurement/vendors-only/open-solicitations/>.

In accordance with 1191, Florida Statutes, submittals will only be acknowledged in the public solicitation closing, no submittals will be opened and no pricing will be announced. Submittals are exempt from public records laws until such time as the agency provides notice of an intended decision or thirty (30) days after the closing. In compliance with the statutes, the University will not open submittals publicly but will retain a recording of the opening and will post the decision as soon as available.

Because purchases or contractual agreements of this nature require the expenditure of public funds and/or use of public facilities, all respondents shall understand that portions (potentially all) of their submittals as well as final contract and related documents will become public record upon contract award. After the posting of award, respondents may view solicitation files by contacting the Procurement & Contracts Facilitator.

Eric Engelmeyer, C.P.M., FCCM
Senior Buyer
Phone: 850.474.2629
E-mail: eengelmeyer@uwf.edu

**UNIVERSITY OF WEST FLORIDA
PROCUREMENT AND CONTRACTS**

REQUEST FOR PROPOSAL # 14RFPT-09EE

Employee Assistance Program

RFP DUE DATE: Tuesday, January 5, 2016 at 2:00 p.m. Central Time

Section I

OVERVIEW

A. General Information and Summary

The University of West Florida is a public, fully accredited, co-education institution of the twelve-member State University System of Florida. The University is a regional, comprehensive university with its main campus located in Pensacola, Florida, with branch located in Ft. Walton Beach, Florida, as well as a center at Eglin Air Force Base, and offices at Naval Air Station Pensacola, Whiting Field in Milton and Hurlburt Air Force Base in Mary Esther.

The University currently enrolls more than 12,600 students in its College of Arts, Social Sciences and Humanities, College of Education and Professional Studies, College of Science and Engineering, College of Business, College of Health, University College, and University Libraries. The University's goal is to become the number one regional comprehensive university in America. We believe that education is a path to success and a vital contributor to the quality of life. We strive to provide an environment that nurtures integrity, quality, innovation, teamwork, stewardship, courage and caring.

The University's website, <http://uwf.edu/>, provides additional information which may be useful to the Respondents.

This solicitation is issued to receive competitive proposals from qualified firms for an Employee Assistance Program (EAP) for The University of West Florida ("UWF") located in Pensacola, Florida. The University intends to contract with a firm that specializes in continued EAP Services. The firm will provide confidential legal and financial consultation services; referral services and initial therapy/counseling, training and online information and services on Per Employee Per Month basis (PEPM). The EAP services are to be provided to UWF employees and their dependents as an employer-sponsored part of our employee benefits package. Employees and their dependents that are without UWF or other group medical private insurance coverage will not be excluded from EAP services, but will be responsible for all costs beyond the referral services and initial therapy/counseling provided by the EAP. To ensure confidentiality and to be more conducive to involving the entire family, the qualified firm must be able to provide EAP off-campus service facilities at convenient locations to the Pensacola main campus, the Ft. Walton Beach branch campus, the center at Eglin Air Force Base, and other instructional sites, and employee locations in Tallahassee, Gainesville, and Tampa.

The program will accommodate approximately 1289 regular non-safety-sensitive (not regulated by DOT) UWF employees with an annual utilization rate of approximately 10%. The majority of UWF's regular employees are employed on the main Pensacola campus; however, the Ft. Walton Beach branch campus, the center at Eglin Air Force Base, and other instructional sites, and employee locations in Tallahassee, Gainesville, and Tampa, will receive EAP services as well. A significant portion of the UWF employees possess degrees (e.g. PhDs, Master's, and Baccalaureate degrees) and have diverse ethnic and racial backgrounds.)

B. Timetable

The anticipated schedule and deadlines for this RFP and contract approval are projected as follows:

Activity	Time (Central)	Date
Issue RFP		November 10, 2015
Written Questions from Respondents due	2:00 pm CT	November 18, 2015
Responses from UWF due		November 24, 2015
UWF Closed for Thanksgiving Holidays		November 26-27, 2015
UWF Closed for Winter Break		December 24, 2015-January 3, 2016
RFP Due Date	2:00 pm CT	January 5, 2016
UWF Closed for Martin Luther King, Jr. Holiday		January 18, 2016
Estimated Notice of Intent to Award		February 2, 2016
Estimated contract start date		March 1, 2016

C. Contact Person

The Procurement & Contracts Facilitator and sole contact for this RFP is:

Eric Engelmeyer, Senior Buyer
Email: eenelmeyer@uwf.edu
Phone: 850.474.2629
Web address: <http://uwf.edu/offices/procurement/>

Respondents are advised that from the date of release of this RFP until award of the contract, **no contact with University personnel related to this RFP is permitted. All communications are to be directed to the Procurement & Contracts Facilitator listed above. Any such unauthorized contact may result in the disqualification of the Respondent's submittal.**

Respondents are fully responsible for obtaining the complete RFP, including all attachments, any and all addenda (if applicable), and information concerning the RFP tabulations by visiting our web site: <http://uwf.edu/offices/procurement/vendors-only/open-solicitations/>. It is recommended that you bookmark this web site and visit it frequently.

Explanation(s) desired by respondent(s) regarding the meaning or interpretation of this RFP must be requested from the above contact person in writing via e-mail prior to the deadline date as stated in the above Timetable. The explanation response will be issued in the form of an official addendum and posted to our web site. **All addenda shall be signed and submitted as part of your response. Failure to do so may disqualify your response.**

Respondents should not rely on any representations, statements, or explanations other than those made in writing by the UWF sole POC in the official addendum format. Where there appears to be a conflict between the RFP and any addenda issued, the last written addendum issued shall prevail.

D. Response Submission

UWF is subject to Chapter 119, Florida Statutes, which requires it to provide access to its records, subject to certain limitations. Material submitted in response to this solicitation may become a public document unless a specific exemption to Chapter 119 exists. Submitted material which is marked as confidential will be treated as confidential by UWF to the extent it is considered a trade secret as defined under Florida law or it meets other criteria otherwise exempt from Chapter 119, Florida Statutes, or other applicable law.

In order for the information to be considered covered by trade secret exemption of the Public Records law, you must take measures to assert the exemption by placing the information provided in your submission that meets the criteria of a trade secret in the "confidential information" tab noted below in Chapter IV.

The required copies of the Response with the signed Affidavit Form must be received by the University of West Florida Procurement & Contracts Office by the due date and time as stated in the above Timetable.

Each response is to be submitted in a three-ring binder using index tabs with the appropriate tab identification as requested within this RFP. See Chapter IV, "RFP Information and Instructions" for more information.

Submit:

- One (1) original, clearly marked as the original, which shall contain the original manual signature of the authorized person signing the proposal
- Six (6) hard copies of the original
- One (1) electronic copy of the original

Additionally, one (1) original Cost Proposal is to be submitted in a separate, sealed envelope, clearly marked as "Cost Proposal". **Do not include the Cost Proposal in the three-ring binders.**

Failure to include the signed original and all copies shall be grounds for rejection of your response without further evaluation.

- The outer carton of the response shall include the RFP number, RFP name, and due date.
- Your response shall include the information and required submittals described in Chapter IV, "RFP Information and Instructions", and be tabbed and numbered with all information appearing in the Tab in which it was requested.
- All information and required submittals requested shall be in hard copy form and included in your written response. Responses shall not refer the University to electronic media such as websites, cd's, disks, or tapes in order to obtain the required information or submittals.
- Information submitted that is not requested by the University may be considered to be supplemental, and not subject to evaluation by the team members.
- If there is any information or required submittals which due to size or binding cannot be incorporated following the proper tab, you must provide information following the numbered tab, telling the evaluator where the information can be found in your response.
- All required signed and completed copies of the response with the signed Affidavit Form must be either mailed or delivered to:

UNIVERSITY OF WEST FLORIDA
Procurement & Contracts
Building 20W Room 159
11000 University Parkway
Pensacola, FL 32514

• **CAUTION: The executed Affidavit Form must be signed and submitted as part of your response. Failure to do so will disqualify your response.**

• **All addenda shall be signed and submitted as part of your response. Failure to do so may disqualify your response.**

- E. **Affidavit Form**
See Attachment A
- F. **RFP Information and General Conditions**
See Attachment B
- G. **Sample Agreement**
See Attachment C
- H. **Minimum Insurance Requirements**
See Attachment D
- I. **Cost Proposal**
See Attachment E
- J. **Sample Report**
See Attachment F

Section II

SCOPE OF SERVICES

UWF desires the most thoroughly developed and highest quality professional services available. The following specifications outline the **minimum** firm requirements for the proposed service. They are provided to assist participants in understanding the objectives of UWF and submitting a thorough response. Responses must reflect in detail their inclusion and the degree to which provided.

Successful Respondent shall provide initial 24/7 confidential assessment, short term counseling, and referral services to regular employees/dependents whose personal problems are adversely affecting their overall performance and well-being.

An effective EAP would be able to identify problems and assist employees (with the support of their affected dependents) by providing professional assistance while the problems are still in the early stage. Services offered or available by referral shall include marital, family, psychological, child care issues, elder care issues, grief issues, financial, legal, and substance abuse counseling.

Provide online self-help services for employees to include but not limited to health and wellness information, health assessments tools, legal and financial forms, and other such services that would enhance the lives of the UWF employee. Provide EAP services for 30 days after separation after employment.

The selected provider will be required to offer, at a minimum, Supervisor and Employee Orientation Workshops, Drug Free Workplace Workshops (the Drug Free Workplace Policy and Drug Free Campus Brochure may be viewed at <http://uwf.edu> by using the search field option and keying in Drug Free. Also, the Drug-Free Policy may be accessed in section 6 at this online location: <https://nautical.uwf.edu/UnitApp/Publication/Pub.cfm?PubFormatID=944>) and have the capability of offering an array of both Personal and Professional Workshops (e.g., work-related stress, personal, emotional, or psychological problems, parental issues, divorce, stress, bereavement, depression, grief or other traumatic experiences, in addition to effective communication, time management, conflict management, etc.) Provide a minimum of 10 hours of Critical Incident Stress Debriefings, as necessary.

Provide the Human Resources Department (HRD) with a minimum of a quarterly newsletter or educational material relating to EAP services and quality of life articles in a PDF format that may be incorporated into publications or bulletins to be distributed to the campus.

Section III

SPECIAL TERMS AND CONDITIONS

A. Term of Contract

The proposal shall cover an initial period of three (3) years with an option to renew services for one (1) additional three (3) year period. UWF and the provider will agree upon the renewal in writing.

B. Insurance

The respondent shall include written evidence of the appropriate insurance coverage with the proposal. During the term of the contract, the successful Respondent must provide, pay for and maintain insurance in accordance with Attachment D – Minimum Insurance Requirements.

Upon notification of intent of award to the successful Respondent, an original ACORD certificate of insurance for the coverage described above must be received by UWF Procurement and Contracts with the appropriate identification for the “holder and additional insured” as specified in the Minimum Insurance Requirements.

C. Public Records

1. This Agreement is subject to the requirements of Chapter 119, Florida Statutes (Public Records Law). UWF may unilaterally cancel this Agreement for refusal by Contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement.
2. Further, Contractor agrees that, to the extent it may meet the definition of a “contractor” within the meaning of Chapter 119, Florida Statutes, it will:
3. Keep and maintain public records that ordinarily and necessarily would be required by UWF in order to perform the services performed by Contractor under the Agreement.
4. Provide the public with access to such public records on the same terms and conditions that UWF would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
5. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law.
6. Meet all requirements for retaining public records and transfer to UWF, at no cost, all public records in possession of Contractor upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to UWF in a format that is compatible with the information technology systems of UWF.
7. The failure of Contractor to comply with the provisions set forth herein shall constitute a default and breach of this Agreement and UWF shall enforce the default in accordance with the provisions set forth herein.

D. Invoicing

Contractor shall invoice the Human Resources Department (HRD) on a monthly basis. UWF reserves the right to make payment via Purchase Order/check and/or PCard (Credit Card).

Section IV

RFP INFORMATION AND INSTRUCTIONS

A. RFP Information

1. Proposals must be made in the official name of the firm or individual under which business is conducted and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. The submittal of a proposal by a Respondent will be considered by UWF as constituting an offer by the Respondent to provide the services for UWF at the rates proposed herein.
2. Respondents shall be of known reputation and shall have sufficient experienced and qualified personnel to adequately perform the prescribed service.
3. By submitting a proposal, the Respondent agrees to be governed by the terms and conditions as set forth in this document to include all attachments. Any proposal containing variations from terms and conditions set forth herein may, at the sole discretion of the University, render such proposal unresponsive.
4. All provisions of this Request for Proposal and the successful Respondent's proposal, as mutually agreed upon by subsequent negotiation, provide the specifications for, and obligations of both parties to be executed by any duly authorized representative(s). The following shall constitute the contract agreement:
 - UWF RFP document, including all attachments
 - All addenda issued pursuant thereto
 - Respondent's proposal
 - Respondent's cost proposal
5. UWF Contractor Agreement to include all clarifications & negotiated modifications to Contractor's proposal

B. Submittal Instructions

Respondents shall format their responses utilizing the following Tab, Topics, Lettering, and Numbering system with requested information contained in each. Failure to comply may result in a negative review of your response and may place your response in jeopardy. Each copy is to be submitted in a three-ring binder using index tabs with the appropriate tab identification.

Tab A Essential Documents

1. Signed Affidavit Form (Attachment A)
2. Signed addenda (if applicable)
3. Signed Certification Regarding E-Verify System
4. Copy of required licenses:
 - Business License for the State of Florida

Tab B Executive Overview

1. Disclose general information about your company including a brief history and information regarding amount and type of experience of the company.
2. Provide a description of the standard services offered by the company and its ability to provide Employee Assistance Program services as outlined in this solicitation.
3. Provide a listing of professional organizations of which the firm is a member.
4. Include copies of the two most recent annual reports or the company.

5. Disclose if the company has ever declared bankruptcy. If yes, attach a statement indicating the bankruptcy date, court jurisdiction, trustees' name, telephone number, amount of liabilities, amount of assets, and current status of the bankruptcy.
 - Attach detailed information regarding any litigation or claims of more than \$5,000.

Tab C Service Description

1. Provide a description of how the respondent will provide initial counseling and/or referral to employee/dependents.
2. Provide a description of how the respondent will determine if mandatory counseling will be required and provided.
3. Provide a description of how the respondent will motivate individual employees/dependents to seek and accept assistance.
4. Provide a description of how the respondent will assess employee/dependents' issues and personal resources.
5. Provide a description of how the respondent will recommend an EAP Implementation Plan for UWF
6. Staffing plan - Provide an organizational chart for the proposed operations, including total personnel involved in all aspects of the operation.
7. Customer Service Philosophy/Programs – Provide a description of the respondent's goals with regard to customer service, to include examples of customer service surveys and the proposed customer service survey program's frequency.
8. Marketing Plan – Provide a description of the marketing plan for promoting the services proposed, highlighting any and all measures used to maximize employee patronage.
9. Opinion of legal Counsel - Respondent is required to obtain and provide an opinion from legal counsel stating whether or not litigation is pending or contemplated that could affect the respondent's ability to undertake the submitted proposal.
10. Other value-added incentives – Provide any and all materials that demonstrate your ability to exceed the typical service requirements. List any service enhancements unique to your firm.

Tab D Education and Promotion

1. Describe what information can be provided, brochures and other promotional material on the EAP services, contact information, and phone number(s.)
2. Describe supervisor training on the following issues:
 - Identifying the need for EAP intervention and how to approach and refer employees to EAP
 - Following procedures for employees who are exhibiting disciplinary problems or less-than-satisfactory job performance and who may need EAP intervention.
 - Dealing with employees during their EAP treatment process.
3. Provide a list of all workshop names and descriptions offered by your organization. UWF requires a minimum of four (4) workshops a year offered to all employees related to mental health issues, i.e., stress, overcoming addictions, balancing family and job, and a minimum of four (4) workshops offered to employees and supervisors regarding UWF's Drug Free Workplace (non-DOT.)

Tab E Facilities

1. List the office addresses, and the number of counselors assigned to each office, which will service the main Pensacola campus, the Ft. Walton Beach branch campus, the center at Eglin Air Force Base, and other instructional sites, and employee locations in Tallahassee, Gainesville, and Tampa.
2. Provide a description of respondent's facility or facilities.
3. Provide the hours of operation for Monday through Friday, with evenings and weekend appointments available, the existence of a 24 hour/7 days a week contact facility, toll free telephone number, and services provided when the emergency number is called during primary work hours and when it is called after hours and on weekends.
4. Describe how the service facility will provide privacy and give the number of qualified staff during regular operating hours.
5. Describe how accessible facilities are in compliance with the Americans with Disabilities Act.

Tab F Employee/Dependent Follow-up Visits

1. Describe how services will be provided in relation to unlimited visits per Incident per employee per year. UWF is seeking a program that will ensure that each client (employee/dependent), with his/her different needs, is provided the appropriate care on a case-by-case basis.
2. Describe the procedures that will be followed when referring an employee/dependent to another source. UWF realizes that, after a reasonable number of visits, an employee/dependent may be referred to other sources. Define how the number of reasonable visits is determined.
3. Describe scaled and/or discounted rates and extended payment plans that would be offered to employees/dependents at their expense for continuation of services beyond this contract.
4. Explain when and to what extent financial and legal counseling would be provided to an employee.

Tab G Records Review and Reports

1. Describe how all referred employee/dependent files will be handled in a strictly confidential manner. These files will remain the property of the selected provider.
2. Describe how adequate records pertaining to the dates and services delivered to the referred employees/dependents will be maintained.
3. Provide copies of statistical and narrative reports. Reports will be submitted on a quarterly basis to UWF's Associate Vice President of Human Resources. The statistical reports should define utilization problem areas, referrals, trends, evaluation documents, and all other EAP activities. See Attachment "F" for a sample of the information required.)
4. UWF and the successful respondent will conduct a periodic review of expenses and services provided in order to maintain service and quality levels and to control costs. Respondents shall address the details they propose with regard to these reviews.

Tab H Treatment and Care

1. Specify what action will be taken if an employee/dependent needs medication.
2. When a counselor recommends a medication to a client but the prescription must be written by a Psychiatrist, describe how this will be handled.
3. Some UWF employees are in a Health Maintenance Organization (HMO) and would be unable to have a prescription filled from an unauthorized physician. Some employees and dependents may not have any health insurance or drug plan. How will these cases be handled? (To view current medical coverages, see <http://uwf.edu/offices/human-resources/i-am-a/employee/benefits/insurance/> .
4. If an employee/dependent needs psychiatric care, describe how this referral will be handled.
5. Specify the minimum time frame an employee/dependent will have to wait for an initial intake appointment.
6. Specify the guaranteed minimum time frame for ensuring the employee/dependent receives medication.
7. Specify the guaranteed minimum time frame for ensuring the employee/ dependent sees a professional counselor and/or a psychiatrist, if required.
8. Explain how an employee's care will be transferred under their personal health plans (i.e., setting up initial appointment, transferring medical records) while ensuring continuity of services to the employee or dependent.

Tab I Approach to Providing Services

Provide a description of the approach the respondent will take in providing the services outlined in this solicitation

Tab J Other Information

1. Provide the date the company was organized.
2. List the date and state in which the company was incorporated.
3. Provide names of regulatory agencies having jurisdiction over the above-named company.
4. Provide client organizations, addresses, phone numbers and contact names (e.g., school board, state college, institution of higher education) your company provides services to.
5. Identify the time schedule needed to implement your EAP for UWF.

6. Provide copies of occupational licenses and other licenses required by the city, county and state or Federal government of EAP counselors.

Tab K References

The Respondent is required to list three (3) business references related to the EAP business operations during the past three (3) years. Each reference should include the company/institution name, address, contact name, current phone number, facsimile number, and e-mail address.

Tab L Experience and Qualifications Statement

1. Respondent should explain in detail the number of years and extent of EAP program experience, with special emphasis upon experience related to the operation and management of an EAP program of similar size and setting.
2. Provide resumes for all professional and counselor dedicated to UWF's EAP. List this staff's functional/treatment degrees and proper certification or licenses as required by the State of Florida in their designated areas.

Tab M Contractor Agreement

Review Attachment C for the University's standard contract to be issued to the awarded Respondent. If applicable, list any objections to specific contract terms and provide requested replacement contract language. The University reserves the right to accept or reject any suggested replacement contract language. Although subject to minor revisions to include all clarifications and negotiated modifications, the successful firm will be required to execute the University's agreement.

Tab N Confidential Information

Any information provided in your submission that meets the criteria of a trade secret as defined under Florida law or meets other criteria otherwise exempt from Chapter 119, Florida Statutes, or other applicable law must be placed in Tab M, Confidential Information.

Cost Proposal

Respondents must submit proposed pricing in one (1) separate, sealed envelope identified as "Cost Proposal" with the firm's name and the RFP number and name clearly marked. **Do not include the Cost Proposal in the three-ring binders.**

Provide an all-inclusive price, per employee, per month (PEPM) which is unlimited for all treatments and services. Include a clear explanation of the methodology used to construct the pricing. Do not change the format of the Cost Proposal sheet.

Any and all pricing shall be submitted in a separate sealed envelope and included with the Proposal. Failure to submit pricing as requested may disqualify your response.

Section V

EVALUATION, NEGOTIATION, AND CONTRACT AWARD

A. Evaluation Process

Each response will be reviewed by Procurement & Contracts to determine whether it is responsive to the submission requirements outlined in the RFP. A responsive RFP is one which has followed the requirements of the RFP, includes all documentation (including, but not limited to, the signed Affidavit Form), is submitted in the format outlined in the RFP, was submitted prior to the due date and time, and has the appropriate

signatures as required on each document. Failure to comply with these requirements may put your response at risk of being rejected as “non-responsive”.

Proposals fulfilling the basic submittal requirements shall be referred to an Evaluation Team for review and evaluation. Responses will be independently evaluated by Evaluation Team members on the basis of the written responses and additional written information as requested. The Evaluation Team will review the responses and assign a score to each category for each Respondent. The scoring by each member of the evaluation team will be aggregated to establish an overall ranking of every Respondent.

The Evaluation Team will rank each submittal utilizing the following criteria:

B. Evaluation Criteria and Weights

Evaluation Criteria	Weight
Respondent's ability to satisfy the scope of work and conditions	25
Respondent's facilities (number, location, and versatility), financial status, and length and span of service in the industry.	25
Experience/Qualifications from resumes, and License/Certification/Awards	10
Approach to providing services	15
Cost proposal (treatments and services)	25

The Procurement & Contracts Facilitator will facilitate and record the scores and/or rank assigned by each evaluator and then an overall Team ranking will be established for each Respondent. Total scores will be used to break a tie in ranking.

All Respondents are hereby advised that the University may determine that oral interviews, additional written information, internal staff analysis and presentations, outside consultants, and/or any other information may be requested at any time during the Evaluation process in order to assist with the selection of the Best Value Respondent(s). The Evaluation Team may determine as a result of additional information that the impact of this information is significant and shall be accorded as such and may be incorporated into the scoring and/or ranking as a revision of the same and at the discretion of the Team.

C. Negotiations and Contract Award

If a satisfactory contract agreement with the highest ranked firm cannot be reached, the University reserves the right to make the determination to award without negotiation or commence negotiations with the next highest ranked firm. This process may continue until such time as UWF has determined the negotiations to be successful. Notwithstanding the foregoing, the University reserves the right to terminate negotiations without attempting to negotiate with all responding companies.

The University reserves the right to reject any and all submittals or portions thereof. The University reserves the right to withdraw this solicitation or a portion of this solicitation without making an award. The award recommendation will be made on a Best Value basis.

Representatives of the respondent(s) selected to participate in negotiation(s) shall be first **required to submit written authorization from the company CEO or CFO attesting to the fact that the company's lead negotiator is authorized to bind the company to the terms and conditions agreed to during negotiations.** Such authorization will be requested immediately after the ranking of the respondents, and the provision of such authorization will be a prerequisite to continuation in the negotiation process. Company negotiators shall enter the negotiations prepared to speak on behalf of the company. The University reserves the right to immediately terminate negotiations with any company whose representatives are not empowered to, or who will not, make decisions during the negotiation session.

If the University determines that a company awarded a contract based on this solicitation does not honor all agreements reached during the negotiations, the University reserves the right to immediately cancel the award and to place the company on the University's suspended contractor list.

Time is of the essence and therefore the University retains the right to cease negotiations with any and all firms that do not respond to negotiation issues on a timely basis. UWF may reject offers that are determined to not be reasonably supportable. UWF reserves the right to select, and subsequently recommend for award, the firm which best meets its required needs, quality levels, and budget constraints.