

2025
Request for Proposal
Community Transportation Coordinator (CTC)
Transportation Disadvantaged Program

The Northeast Florida Regional Council and its advisor, the **St. Johns County** Transportation Disadvantaged Local Coordinating Board (LCB), will accept proposals from qualified agencies or firms to coordinate transportation services for the transportation disadvantaged in St. Johns County, Florida. The selected contractor will be recommended as the designated Community Transportation Coordinator (CTC) to the Florida Commission for the Transportation Disadvantaged (CTD). If approved by the CTD, the selected contractor will coordinate the administration and operation of the Transportation Disadvantaged system, as authorized by Chapter 427, Florida Statutes, and more fully described in Rule 41-2, Florida Administrative Code.

A. GENERAL INFORMATION

1. Competitive requests for qualifications and costs are structured as follows:
 - a. The criteria for evaluation of proposals are weighted by order of importance. Only these criteria will be used to determine the best response.
 - b. The Northeast Florida Regional Council will recommend to the CTD the agency or firm whose qualifications and response shall be determined to be in the best interest of the Northeast Florida Regional Council, hereinafter called the NEFRC, St. Johns County, the State of Florida, and the transportation disadvantaged population of Northeast Florida.
2. Agencies or firms responding to this request shall bear all costs and expenses associated with its preparation. No claims shall be submitted to the NEFRC for preparation or presentation of proposals.
3. To ensure consistent responses and to provide correct information to all interested Proposers, questions regarding this Request for Proposals can be sent to Donna Starling at dstarling@nefrc.org no later than Friday, December 19, 2025, at 5:00 p.m.

The NEFRC will post the responses to the RFP questions to the NEFRC website (<https://www.nefrc.org/>) no later than Friday, January 5, 2026, at 5:00 p.m.

The NEFRC may request an oral presentation of any proposal submitted by a Proposer. If an oral presentation is requested by NEFRC, the oral presentation will occur on Monday, February 2, 2026, with a time to be determined.
4. All proposals shall be signed and sealed by an authorized corporate officer, principal or partner, as applicable.
5. Each Proposer shall be responsible for reading and completely understanding the requirements and specifications contained herein. The deadline for submission of proposals will be strictly adhered to. Late proposals will be returned unopened with the notation: Received after delivery time designated for receipt and opening in the legal notice.
6. Issuance of this RFP constitutes an invitation to present proposals from qualified and experienced agencies and firms. The NEFRC, as the Official Planning Agency, reserves the right to determine, in their sole discretion, whether any aspect of the statement of proposal satisfactorily meets the criteria established in this RFP, the right to seek clarification from any proposer or proposers submitting proposals, the right to solicit proposals with any proposer or proposers submitting a response, and the

right to reject any or all responses with or without cause. The NEFRC also reserves the right to modify the scope to be considered for this project. In the event that this RFP is withdrawn by the NEFRC or that the NEFRC does not proceed for any reason, including but not limited to the failure to occur of any of those findings or events set forth herein, the NEFRC shall have no liability to any proposer for any costs or expenses incurred in connection with the preparation and submittal of this RFP or otherwise.

7. **Governing Law.** The provisions of Florida law relating to transportation disadvantaged programs shall bind the CTC. The provision of Florida laws existing at the time of execution of the contract between the CTC and the CTD shall prevail over the terms of the contract unless informed otherwise by the CTD. The CTC specifically agrees to be bound by the provision of Chapter 427, Florida Statutes and Rule 41-2, Florida Administrative Code, as they may be changed from time to time; provided, however, the CTC may request relief if changes in said laws materially alter the cost of providing services.

8. **No Lobby Provision.** All proposers are hereby placed on formal notice that neither the NEFRC, nor any members of the St. Johns County LCB, nor any employees from the NEFRC, nor any members of the Evaluation Committee, nor any commissioners or staff of the CTD, are to be lobbied either individually or collectively concerning this proposal. Proposers and their agents who intend to submit a proposal for these services are hereby placed on formal notice that they are not to contact members of the NEFRC, nor staff members for such purposes as holding meetings of introduction, meetings related to the selection process, outside of those specifically scheduled by the NEFRC for negotiations or any other actions that may be interpreted as potentially influencing the results of this process. Failure to comply with this requirement shall result in an immediate disqualification of such agency/firm by the NEFRC from further consideration for this proposal.

9. **Ignorance of conditions or difficulties that may exist prior to the Proposal opening or of conditions or difficulties that may be encountered in the execution of the work pursuant to this proposal package as a result of failure to make the necessary examinations and investigations shall not excuse performance, or lack thereof, by the successful proposer, and the successful proposer shall fulfill in every detail, all of the requirements of the proposal package documents and attachments thereof.** Likewise, ignorance of preexisting conditions or difficulties, or conditions or difficulties encountered in the execution of the work pursuant to this proposal package, shall not support any claims whatsoever for extra compensation or for any extension of time.

10. The awarded vendor shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and the NEFRC, St. Johns County, and the CTD reserve the right to determine the record-keeping method required in the event of non-conformity. These records shall be maintained for (5) years after completion of the project and shall be readily available to the NEFRC, County, and Commission personnel with reasonable notice and to other persons in accordance with the Florida Public Disclosure Statutes.

B. PROGRAM HISTORY

1. **The Florida Coordinated System.** The Transportation Disadvantaged (TD) Program was created in 1979 through the enactment of Chapter 427. The purpose of the TD Program is to provide transportation for persons who, because of physical or mental disability, income, status, or age, are unable to transport themselves or purchase transportation and are, therefore, dependent upon others to obtain access to health care, employment, education, shopping, social activities, or other life-sustaining activities, or children who are handicapped or high-risk at-risk, as defined in Chapter 411.202, Florida Statutes.

In 1989, the Florida Legislature amended Chapter 427, Florida Statutes (FS) and in 1990 amended

Rule 41-2, Florida Administrative Code (FAC) to provide guidelines for the TD Program. The creation of an independent CTD with expanded membership, powers and duties and responsibility for administration of the State's first trust fund was one of its achievements.

Since the legislative changes and reenactment of the TD Program in 1989 and its expansion at the state and local levels, the implementation of coordinated transportation is accomplished through the following steps:

The Commission delegates the functions of transportation disadvantaged planning to the NEFRC. The NEFRC provides staff support to an appointed TD LCB and recommends to the Commission, the selection of the CTC.

A TD LCB was established to provide information, advice, and direction to the CTC relative to the coordination of transportation services. The Board evaluates services, funding applications, coordination strategies of service provision, and multi-county and regional opportunities. In conjunction with the NEFRC, the LCB recommends the selection of the CTC.

The CTC is responsible for ensuring that coordinated transportation services are provided to serve the transportation disadvantaged population in a designated service area.

2. In December of 1981, the St. Johns County Board of County Commissioners passed Resolution 81- 130 designating themselves as Interim Coordinator of Community Transportation, as stated in the Florida Statute of 1979, Chapter 427, which addresses the needs of those who are transportation disadvantaged. The St. Johns County Board of County Commissioners adopted the Transportation Disadvantaged Plan for St. Johns County in June of 1982. As a result of the needs assessment and Five- year Plan, the Board recommended the designation of the St. Johns County Council on Aging, Inc., to serve as Coordinated Community Transportation Provider (CCTP). In October of 1983, the St. Johns County Council on Aging, Inc. (SJCCOA), accepted the designation to serve as the Coordinated Community Transportation Provider. The St. Johns County Council on Aging then began to coordinate County resources and execute Purchase of Service Agreements with other agencies in St. Johns County who sponsor transportation for their respective client bases.

In 1992, a request for proposal was used in an effort to obtain coordinated service contracts with private-for-profit operators in the local community and its environs. However, after three (3) RFPs, the COA was unsuccessful in obtaining a contractor for after-hours and weekend transportation services for the non-emergency medical transports. Therefore, wheelchair lift- equipped service was assumed by the COA in 1994. St. Johns County EMS no longer had sufficient vehicles available to support both emergency and non-emergency transports. St. Johns County EMS trained COA drivers and have continued to support the COA with technical assistance.

SJCCOA continues to build a transportation system which is supportive of the needs of St. Johns County citizens with the financial support of the St. Johns County Board of Commissioners. In 2015, a request for qualifications was issued by NEFRC as the Designated Official Planning Agency. SJCCOA responded and was ultimately designated as the CTC for another five (5) years, beginning in 2021. Since that time, SJCCOA has been the service provider.

C. PROFESSIONAL SERVICES REQUIRED

The performance standards and scope of work that are the responsibility of the designated CTC are partly described below and will include those standards and scope of work described in Rule 41-2.011, Florida Administrative Code. The following is a summary of the responsibilities that the CTC will be expected to perform:

1. The CTC shall enter into a Memorandum of Agreement (MOA) with the CTD. This will be a five-

year contract and shall be subject to annual review and evaluation. The MOA shall be negotiated and signed prior to the initiation of transportation services by the designated CTC.

2. The CTC shall coordinate the delivery of transportation services that meet the transportation needs identified in the Transportation Disadvantaged Service Plan (TDSP) to the maximum extent feasible within the fiscal restraints of participating programs.

3. The CTC, in a cooperative effort with LCB, shall prepare a service plan for the LCB that provides information needed by the Board to continually review and assess transportation disadvantaged service delivery and needs for the service area. The Service Plan must be completed no later than 120 calendar days after the CTC officially designates the CTC.

4. The CTC shall maintain an accounting system in accordance with accounting procedures adopted by the CTC. The Commission's current policy is available by contacting the CTC at 1-850-410-5700.

5. The CTC shall submit an Annual Operating Report (AOR) to the CTC by September 15 of each year, with a copy provided to the St. Johns County LCB. The CTC must submit this report to the LCB for review prior to submitting it to the CTC.

6. The CTC shall comply with the Transportation Disadvantaged Service Standards for St. Johns County. The Service Standards are included in the TDSP.

7. The CTC shall assure compliance with applicable Drug and Alcohol, Equal Employment Opportunity, Section 504 Federal Regulations, Americans with Disabilities Act, Title VI, Disadvantaged Business Enterprise, and safety and insurance requirements of federal, state, or local laws, or adopted policies of the Commission for the Transportation Disadvantaged program requirements.

8. The CTC, with guidance from the LCB, shall develop Purchase of Service Contracts, Operator Contracts and Coordination Contracts, as needed.

9. The CTC will be responsible for determining initial eligibility for the non-sponsored TD Program according to established eligibility criteria. Eligibility will be reviewed on a recurring basis as determined jointly by the CTC and LCB and outlined in the TDSP.

10. The CTC will maintain client eligibility to ensure that transportation is provided according to the sponsoring agencies' criteria.

11. The CTC is responsible for the acquisition and maintenance of the necessary software, hardware, and databases to perform its required duties.

12. The CTC shall undergo an annual evaluation conducted by the LCB in order to assess the CTC's performance in general and relative to the standards established by the CTC and the LCB. The evaluation tools used by the LCB to assess the CTC's performance include modules from the "QAPE, Evaluation Workbook for CTC" revised by the CTC in June 2006; surveys of the riders on the coordinated system; and a review of the success of the CTC in fulfilling the goals and objectives adopted by the LCB in the TDSP.

13. The CTC shall attend all LCB board meetings and subcommittee meetings to provide information, answer questions, and respond to individual or agency concerns.

14. The CTC will be responsible for monitoring the system to ensure that service to the clients is provided in a safe, reliable, and efficient manner and that problems and issues that may arise are investigated and addressed.

15. The CTC shall incorporate the "St. Johns County Community Transportation CTC Service Complaint and Grievance Procedure" into its administrative procedures. The CTC shall be responsible for the monitoring and reporting of complaints, grievances, and commendations.

16. The CTC shall identify, record, and report to the LCB on a monthly basis at a minimum:

- Complaints (number and type for all trips);
- Non-sponsored grant summary (including trip number and monthly expenditure);
- Trip purpose for non-sponsored program;
- Trip count summary;
- Operating expense per passenger trip;
- Payments to operators; and
- Number of accidents and road calls.

The LCB or NEFRC may request additional data as needed.

17. The CTC shall maintain a resident manager in the service area who is authorized to make all day-to-day decisions on operations unless otherwise authorized by the Commission.

18. The CTC shall maintain sufficient office staff to perform all required administrative activities. The CTC shall ensure that the facility meets all local, state, and Federal housing code and other requirements.

19. The CTC shall integrate the use of school buses and public transit, when possible and cost-effective, into the transportation disadvantaged service.

20. The CTC shall pay contracted operators for all authorized, completed trips in accordance with Chapter 287.0585, Florida Statutes.

D. REQUIRED PROPOSAL CONTENTS - COMMUNITY TRANSPORTATION COORDINATOR

Address each area discussed below in the order and format presented. Where appropriate and/or required, provide relevant examples of reports, specifications, or other support material.

1. Experience and ability to coordinate transportation services.

a. Provide a plan describing how the CTC will coordinate and deliver coordinated transportation services to meet the needs of the transportation disadvantaged population in St. Johns County. This plan shall address the needs identified in the TDSP.

b. Describe the agency/firm's experience with developing a Memorandum of Agreement and Service Plan.

c. Describe the agency/firm's accounting, invoicing, and reporting procedures that are to be used to meet the reporting requirements of the Annual Operating Report to the CTD, and monthly and operating invoicing required by the LCB and the NEFRC.

d. Describe the procedure used from the time a call requesting a trip is received by the CTC through reconciliation of billing. This shall include, but not be limited to, handling of calls, operator assignments, establishing driver routing sheets, recording actual trips provided by the agency, and preparation of an agency invoice. Indicate the computer software that will be used to perform these tasks and provide examples of manifests, invoices, etc.

- e. Describe the agency/firm's program for sensitivity training of administrative, office, and call in-take personnel. Also, describe key personnel's familiarity with purchasing agencies' program requirements.
- f. Describe how the agency/firm has satisfied and will continue to satisfy provisions of Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and other applicable federal, state, and local requirements governing handicapped accessibility.
- g. Describe the agency/firm's specific experience in coordinating multi-agency transportation needs, documentation of reduced trip costs resulting from coordination, ability to apply for transportation grants and contracts, and efficiently manage the contracts and accounting procedures to document individual trips and agency costs.
- h. Describe the agency/firm's specific experience in coordinating multi-agency resources, including the ability to negotiate school bus use, coordinate with public transit systems, subcontract with private sector operators, and work with governmental agencies to maximize use of agency resources and improve coordinated transportation for the transportation disadvantaged.
- i. Submit a signed statement certifying that the agency/firm is not on the state or federal list of ineligible or disbarred contractors in accordance with Florida Statutes section 287.133(3) (a) (see Appendix 1).
- j. Submit a signed statement certifying that the agency/firm is a Drug-Free Workplace in accordance with Florida Statutes section 287.087 (see Appendix 2).

2. Quality Assurance. The CTC will be responsible for developing a program to ensure that the coordinated system provides high-quality service for its users.

- a. Describe the quality assurance plan for the CTC and any contracted operators and coordination contractors.
- b. Describe the procedure for providing customer service. Describe how the following will be monitored and reported: complaints/commendations, no-shows, cancellations, and trip denials.
- c. Describe vehicle maintenance schedules for daily checks, weekly and monthly checks, and scheduled preventative maintenance schedules. Demonstrate adherence to schedules.
- d. The CTC will be required to obtain input from the users of the system. Describe your plan to achieve this and how this input will be used.
- e. Provide a statement of your agency/firm's or organization's philosophy on balancing the cost of transportation services with the need to maintain a sufficient number of stable, well-trained drivers with the constraints of funding.

3. Management Resources

- a. Provide the agency/firm organizational structure.
- b. Provide the resume of the proposed resident manager.
- c. Describe the required personnel and the general job descriptions necessary to coordinate the transportation disadvantaged services.

- d. Provide current contact information for at least three (3) references for the agency/firm and three (3) references for the proposed resident manager.

4. Transportation Operations

- a. How do you intend to provide coordinated services?

- ☐ Full brokerage
☐ Partial brokerage
☐ Coordinator/Operator

- b. Describe the process for procuring and contracting with operators, if applicable.

- c. Describe how your agency/firm will comply with federal and state laws or Commission policies relating to alcohol and drug testing and drug education to maintain a drug-free workplace.

- d. Describe the criteria and processes used to evaluate employees' performance, including drivers, employment procedures, EEO Policy, DBE Policy, personnel training procedures, personnel discipline procedures, and termination policies.

- e. Describe the company training policies and experience relating to sensitivity training in the transportation of elderly, disabled, and other disadvantaged persons.

- f. In the event of a vehicle breakdown or no-show driver, describe the procedure used to operate transportation on time and as scheduled.

- g. Describe the procedure to monitor in accordance with Chapter 14-90, F.A.C.:

- Driver screening, selection, and training;
- Sensitivity and first aid training for employees; and
- Vehicle safety inspection and maintenance training

5. Financial Capacity to Undertake Project

- a. Provide a description of the agency/firm's assets, financial and capital, and include the latest financial audit of the agency/firm prepared by an independent auditor or Certified Public Accountant (CPA). If your agency/firm is not required to conduct an audit, please state the reason an audit is not required and provide financials prepared by an independent accountant or accounting agency.

- b. Provide proposed fleet (vehicle type, capacity, accessibility, year) at service start-up. Include a statement concerning the agency/firm's ability to acquire additional capital equipment as may be required to provide this service.

- c. Because of the payment schedule to the purchasing agencies, the CTC must have a 45-day cash reserve based on the estimated proposed annual budget. Document that the reserve will be available and will be utilized only in the St. Johns County coordinated system.

6. Finance Plan and Proposed Rates

- a. Provide a detailed proposed annual budget showing expected revenues by source and expenditures. The finance plan shall be sufficiently detailed so that a Fully Allocated Cost can be determined and shall identify rates to be charged per trip for management services inclusive of coordination and operations. Rates must be calculated by the CTD's Rate Calculation Model.

7. Understanding of the Request for Proposals

- a. Provide a Transition Plan describing the process and schedule to ensure a smooth changeover. Each activity listed in the Transition Plan must include a description of the task, a scheduled start date, and a scheduled completion date. Indicate the capital resources and time required for initiating the start-up, effective July 1, 2026.
- b. Identify any obstacles that would prevent the CTC from performing its responsibilities in the most cost-efficient and effective manner.

E. RFP SCHEDULE & SUBMISSION

1. The anticipated schedule for selection of the firm or agency as the designated CTC is given below. These dates are subject to change. If there are changes in the dates, each agency/firm that submits a proposal will be notified by a written addendum via email or the United States Postal Service.

December 1, 2025	Release of RFP
December 19, 2025	RFP Questions Due to NEFRC
January 5, 2026	NEFRC Response to RFP Questions
January 16, 2026, at 3:00 p.m., EST	Proposal Submission Deadline
February 2, 2026	Oral presentation (if requested by NEFRC)
February 2026	LCB decision on the recommendation of the top-ranked candidate to CTD.
March 2026	NEFRC decision on the recommendation of the top-ranked candidate to CTD.
April-June 2026	The CTD makes the final decision for approval of the top-ranked candidate.
July 1, 2026	CTC Start-Up

2. Proposal Submittal

a. All proposals must be delivered to the NEFRC staff at the address below no later than 3:00 P.M. EST on Friday, January 16, 2026. Late proposals will be rejected. Failure to comply with this, or any other paragraph of the Request for Proposals, shall be sufficient reason for rejection of the proposal.

b. Submit one original and one electronic copy (PDF preferred) on a flash drive.

c. Address the mailing envelope as follows:

Donna Starling
Northeast Florida Regional Council
40 E Adams Street, Ste. 320
Jacksonville, FL 32202
St. Johns County RFP

d. Mark the proposals as follows:

Community Transportation Coordinator for the Transportation Disadvantaged Program
Request for Proposals
St. Johns County CTC

e. The NEFRC reserves the exclusive rights to:

- Waive any informalities in the selection process;
- Accept or reject any or all proposals in part or in whole, with or without cause;
- Request additional information if appropriate;
- Limit and determine the actual contractual services to be included in a final proposed contract; and
- Reject all submittals if found by the NEFRC not to be in the best interest of this jurisdiction.

F. EVALUATION CRITERIA, COMMITTEE & PROPOSER QUESTIONS

1. Proposals meeting all the mandatory minimum requirements will be reviewed by the Evaluation Committee, which is composed of NEFRC staff and others with relevant technical and planning experience with coordination of transportation disadvantaged service.

2. The Evaluation Committee will evaluate each proposal submitted on the listed criteria. The evaluation of each proposal will involve point scoring based on the extent to which it meets the RFP requirements.

3. The Evaluation Committee will evaluate each proposal submitted on the listed criteria. The weighting for each criterion has been assigned as follows:

a. Experience and Ability to Coordinate Transportation Services	20
b. Quality Assurance	10
c. Management Resources	10
d. Transportation Operations	15
e. Financial Capacity to Undertake Project	20
f. Finance Plan and Rates	15
g. Understanding of Proposal to the RFP	10

Total Possible Points	100
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4. Each Evaluation Committee member will assign a numerical ranking for each proposer in each of the evaluation criteria. Scores will be totaled and presented to the St. Johns County TD LCB, which will then provide its recommendation to the NEFRC.

The recommendations from the LCB and NEFRC will be transmitted officially to the CTD, which will make the final selection and decision of the CTC. No designation of the CTC will be final until approved by the CTD.

Upon approval by the CTD, the CTC will enter into a five-year contract with the CTD. The CTC will undergo an annual evaluation by the LCB under the CTD guidelines. During the fifth year, the NEFRC will initiate a Request for Proposals to provide other agencies/firms an opportunity to be designated the CTC.

5. All questions concerning the technical specifications of this Request for Proposals must be submitted in writing via email to Donna Starling at dstarling@nefrc.org on or before Friday, December 19, 2025. Phone confirmation only for the purpose of receipt of questions can be made by calling (904) 279-0880. The written response will be the NEFRC's official response and will be posted on a web page specific to this procurement.

G. GENERAL CONTRACT ISSUES

1. **Public Entity Crimes.** As required by Florida State Statute 287.133, (2) (a) (see Appendix 1), A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or a public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s.287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. Any person must notify the City within 30 days after a conviction of a public entity crime applicable to that person or to an affiliate of that person.

2. **Insurance Requirements.** Prior to commencing work and during the Contract term, the Contractor at its sole expense shall provide commercial insurance of such a type and with such terms and limits as may be reasonably associated with the Contract as required by the CTD and the State of Florida. Providing and maintaining adequate insurance coverage is a material obligation of the Contractor. Prior to commencing work, the Contractor shall provide a certificate of insurance for each required coverage naming the Florida Commission for the Transportation Disadvantaged as "additional insured". The limits of coverage under each policy maintained by the Contractor shall not be interpreted as limiting the Contractor's liability and obligations under the Contract. All insurance policies shall be through insurers authorized or eligible to write policies in Florida.

3. **Indemnity.** The successful CTC shall indemnify and hold harmless the NEFRC, St. Johns County, and their agents and employees from and against all claims, demands, actions or suits for, injury, sickness, disease or death to CTC employees or other persons, or damage to property, including loss of use thereof, including attorneys fees, arising out of or resulting from the performance of the CTC's obligations under this contract award. The CTC is an independent contractor. The CTC agrees to defend, on behalf of the NEFRC and St. Johns County, any suits brought jointly or separately against the CTC and the NEFRC, and/or St. Johns County, arising out of any of the aforesaid causes, and to reimburse the NEFRC, or St. Johns County for attorneys fees, settlements, costs, judgments, satisfactions, or other expenses incurred by the NEFRC in any manner connected with any suits or claims. For ten dollars (\$10.00) and other specific valuable consideration the receipt and sufficiency of which is hereby acknowledged, the CTC agrees that its obligation to the NEFRC and St. Johns County extends to and includes liability for the sole, contributory, or concurrent negligence of the NEFRC, its employees or agents. This responsibility shall, include, but shall not be limited to, liability for damages resulting from injury or damage to any employee of the CTC, regardless of whether the CTC has paid the employee under the provisions of any workmen's compensation laws or similar legislation.

4. The final decision will be communicated to the Proposers via mail or email. In accordance with Florida Statutes section 120.57, Any person who is adversely affected by the agency 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 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 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 from the computation of the 72-hour time periods provided by this paragraph. The NEFRC reserves the right to segment proposals or accept portions of proposals as is in the best interest of the program and the NEFRC. Final price negotiation will be the result of the selection of all or a portion of the most successful proposal.

5. Right of Rejection. The NEFRC reserves the right to waive any informality in any proposal, to reject any or all proposals in whole or in part, with or without cause, and/or to accept the proposal that in its judgment will be in the best interest of the NEFRC and the citizens of St. Johns County.

6. Public Records. Information supplied by the Proposer 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 Proposers 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.

APPENDICES

Appendix 1: Public Crimes Form
Appendix 2: Drug Free Workplace Form

Other helpful resources are available at the CTD website: <https://ctd.fdot.gov/> and on the NEFRC website: <https://www.nefrc.org/> under Helpful Links.