



FLORIDA MOBILE HOME RELOCATION CORPORATION

REQUEST FOR PROPOSALS

RFP NO. 2018-01

Administrative Services

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**REQUEST FOR PROPOSALS
ADMINISTRATIVE SERVICES
RFP NO. 2018-001**

April 2, 2018

The Florida Mobile Home Relocation Corporation's ("FMHRC") Board of Directors ("Board") is requesting proposals from entities interested in managing the administrative functions of FMHRC and providing other services identified herein. The Board expects to select one entity to provide these services for a period of one (1) year with a possible renewal option. This document shall be further referred to as "RFP."

**SECTION 1
GENERAL INFORMATION**

- 1.1 FMHRC was created by the Florida Legislature in 2001 under F.S. §723.0611.¹ The primary sections in Chapter 723 that apply to FMHRC are F.S. §§723.061, 723.0611, 723.06115, 723.06116, and 723.0612. FMHRC was created to partially compensate mobile home owners for the relocation or abandonment of their mobile homes when land uses change for the mobile home park property on which their mobile home is located.²
- 1.2 The business and affairs of FMHRC is managed by the Board. Pursuant to F.S. §723.0611, the Board is made up of six members, three of whom are appointed by the Secretary of Business and Professional Regulation from a list of nominees submitted by the largest nonprofit association representing mobile home owners in this state (FMO), and three of whom are appointed by the Secretary of Business and Professional Regulation from a list of nominees submitted by the largest nonprofit association representing the manufactured housing industry in this state (FMHA). All members of the Board are appointed to serve for staggered three-year terms.
- 1.3 FMHRC is funded primarily through the Florida Mobile Home Relocation Trust Fund which is established within the Florida Department of Business and Professional Regulation. The Trust Fund is used to fund the administrative and operations of FMHRC.
- 1.4 Florida Administrative Code Rule Chapter 61M-1 applies to FMHRC and sets forth its general and procedural rules. FMHRC has also adopted its own set of governing Bylaws. FMHRC's Board meetings are subject to F.S. §286.011 (Florida's Government-in-the-Sunshine Law) and must be publicly noticed in the Florida Administrative Register and other publications. FMHRC is also subject to F.S. Chapter 119 (Florida's Public Records Act).
- 1.5 Pursuant to F.S. §723.0611, the Board has authority to employ or retain such persons as are necessary to perform the administrative and financial transactions and responsibilities of FMHRC and to perform other necessary and proper functions not prohibited by law.

¹ Pursuant to F.S. §723.0611(2)(c), FMHRC is an agency of the State of Florida.

² F.S. §§723.06116 and 723.0612.

- 1.6 FMHRC is located in rented office space in Clearwater, Florida. FMHRC is currently staffed with a full-time Executive Director and a full-time administrative assistant.
- 1.7 FMHRC's Board meets publicly approximately once every forty-five (45) days via-teleconference. The Board holds in-person Board meetings 1-3 times per year.
- 1.8 FMHRC's most recent operating budget is attached hereto as **Appendix A**.
- 1.9 FMHRC's 5-year mobile home owner application submission history is attached hereto as **Appendix B**.

SECTION 2 DESCRIPTION OF ADMINISTRATIVE SERVICES

- 2.1 The purpose of this RFP is to solicit sealed proposals from entities interested in performing the administrative functions of FMHRC and providing other services as needed and directed by the Board. These services may include, but are not limited to, the following:
 - ❖ Processing mobile home owner applications in accordance with F.S. Chapter 723, including contacting applicants to obtain missing information;
 - ❖ Preparing and submitting all mobile home owner applications to the Board at its publicly noticed meetings with a summary as to whether the application is in compliance with F.S. Chapter 723 and Rule Chapter 61M-1, F.A.C.;
 - ❖ Collecting and compiling materials for each Board member to review at Board meetings, including preparing an agenda in coordination with the Board Chair and ensuring all necessary reports are included in the Board packet (including mobile home owner applications);
 - ❖ Updating FMHRC's mobile home owner application electronic database as applications are received and approved;
 - ❖ Providing at least one individual to attend all meetings of the Board to assist with questions related to mobile home owner applications and any other issues before the Board;
 - ❖ Securing a meeting room for any in-person public Board meetings and arranging for refreshments/meals if needed;
 - ❖ Securing a conference call line for any telephonic public Board meetings;
 - ❖ Updating FMHRC's website on an as-needed basis for meeting and other information;
 - ❖ Providing telephone support by answering mobile home owner and mobile home park owner questions about the statutory notice requirement for closing a community, available mobile home owner relocation and abandonment benefits, requirements for completing and submitting applications, and any other questions related to the administrative functions of FMHRC;

- ❖ Coordinating with the Florida Department of Business and Professional Regulation to obtain Trust Fund disbursements on a quarterly basis and to respond to any other inquiries;
- ❖ Assisting FMHRC’s Treasurer in preparing the annual operating budget;
- ❖ Preparing and publishing timely notices of Board meetings in the Florida Administrative Register;
- ❖ Submitting bills to FMHRC’s accountant with a recommendation for or against payment;
- ❖ Coordinating the production of monthly financial statements and FMHRC’s annual financial audit;
- ❖ Providing recommendations to the Board regarding administrative needs/issues;
- ❖ Working with FMHRC’s General Counsel on any issues that arise under Florida law; including any questions or issues that arise under F.S. Chapter 723 and Rule Chapter 61M-1, F.A.C.;
- ❖ Communicating with mobile home installers when mobile home owners relocate their mobile homes (as needed);
- ❖ Processing public records requests;
- ❖ Serving as FMHRC’s public records liaison;
- ❖ Maintaining appropriate insurances for FMHRC; and
- ❖ Submitting Respondent’s monthly invoices to FMHRC with an itemized list of all fees and expenses billed, with supporting documentation.

**SECTION 3
SCHEDULE**

3.1 FMHRC reserves the right to modify the proposed schedule dates as necessary.

DATE & TIME	EVENT
April 2, 2018	Release of RFP
April 16, 2018 at 5:00 p.m. EST	Deadline for Submission of Questions
April 27, 2018	Deadline for Response to Questions
May 7, 2018 at 2:00 p.m. EST	Proposal Submission Deadline
May 11, 2018 at 10:00 a.m. EST	Review of Proposals by FMHRC Board During Public Meeting and Selection of Proposal
May 16, 2018	Notice of Selection of Proposal to be Published on www.fmhrc.org

**SECTION 4
INSTRUCTIONS TO RESPONDENTS**

4.1 Proposals shall be delivered to FMHRC’s General Counsel, Terry J. Harmon, Sniffen & Spellman, P.A., 123 North Monroe Street, Tallahassee, Florida 32301, according to the Schedule set forth in Section 3 above. Late proposals will not be considered by the Board. A complete original and 1 hard copy of the proposal must be submitted in a sealed package marked “Response to Request for Proposals, Administrative Services.”

An electronic copy of the proposal, in PDF format, shall also be included in the sealed package. A proposal shall be limited to no more than 20 pages.

As an alternative to submitting a complete original and 1 hard copy of the proposal, Respondents may submit the entire proposal electronically via email to: Terry J. Harmon, tharmon@sniffenlaw.com, Subject Line: FMHRC RFP No. 2008-01. Electronic submissions must be in PDF format. FMHRC is not responsible for any delay or issues with the transmission of responses via-electronic mail. Responses submitted via-electronic mail will be deemed received when delivered to the recipient’s e-mail inbox.

- 4.3 Written inquires or questions regarding this RFP should be directed by email to Terry J. Harmon no later than April 16, 2018 at 5:00 p.m. EST. Mr. Harmon’s email address is tharmon@sniffenlaw.com. **NO VERBAL OR WRITTEN COMMUNICATION SHALL BE BINDING ON THE BOARD.**
- 4.4 All timely proposals shall be reviewed at the Board’s public meeting currently scheduled for May 11, 2018 at 10:00 a.m. at Double Tree Suites by Hilton, 3050 N. Rocky Point Dr. W, Tampa, Florida 33607. Alternatively, individuals may attend the meeting via-telephone by calling 1-888-909-7654 and entering pass code 128126# when prompted.
- 4.5 FMHRC reserves the right to adjust the specifications herein. If any modifications or amendments are necessary, FMHRC will notify all Respondents via a written addendum to this RFP.

**SECTION 5
PROPOSAL RESPONSE REQUIREMENTS**

- 5.1 Responses must meet the requirements of this RFP. Failure to adhere to these requirements may be cause for rejection of the response.
- 5.2 To ensure a fair consideration of all responses, Respondents must adhere to a specific response format, which is described in the following table:

Section	Content to Include
A.	Letter of Interest
B.	The name of the individual authorized to make representations and negotiate for the Respondent, their title(s), address(es), and telephone and fax number(s). Identify whether the entity is a Florida Certified Business Enterprise.
C.	The name of the individual who will serve as the primary contact for FMHRC if selected, including their title(s), address(es), and telephone and fax number(s).
D.	Information regarding the Respondent’s experience in providing administrative services to public and private entities in Florida. Provide at least three (3) references from these organizations, including the names of the organizations, contact persons, and phone numbers. Please also list all public

	entities in Florida for whom you currently provide services.
E.	Identify all counties in Florida within which the Respondent provides administrative services.
F.	The location of staffing and resources expected to be made available to serve FMHRC.
G.	Describe any experience the entity has with F.S. Chapters 119, 286, and 723, as well as the mobile home industry.
H.	Provide examples of interactions with other public entity clients that prove your ability to work effectively with public boards in a public entity environment, including interactions with elected officials, in a positive and constructive manner, which enhances the objectives of the public entity.
I.	Describe the Respondent's information technology abilities.
J.	Identify the names and qualifications of every individual who will work with FMHRC.
K.	<p>Provide evidence of any insurance coverage (including, but not limited to, errors and omission coverage) related to the Respondent's services to be provided to FMHRC.</p> <p>Such evidence must include: name of insurance carrier, current policy effective and expiration dates, policy limit, and deductible or retention. Provide copies of declaration pages of any insurance related to workers' compensation, professional liability/malpractice/errors and omissions, and general liability.</p>
L.	<p>Provide a five-year litigation history including any actions by regulatory agencies in Florida or any other state. Explain the nature of the litigation and/or regulatory action and advise current status.</p> <p>Please also list and explain any ethics complaints filed against the Respondent by anyone who will be assigned to work with FMHRC in the last five years.</p>
M.	Provide information regarding Respondent's ability to provide the administrative services sought through this Proposal.
N.	Describe any conflicts of interest or ethical considerations related to representation or affiliation with any entities, individuals or clients, including, but not limited to, state agencies in Florida and mobile home industry entities.
O.	Provide a statement that Respondent will comply with all applicable Florida document retention requirements, including the requirements of Florida Public Records Act (F.S. Chapter 119).
P.	Provide a signed statement on public entity crimes as provided in Section 287.133(2)(a), Florida Statutes.
Q.	<p>Provide a detailed fee for the provision of administrative services sought as described in Section 2 of this RFP. The fees identified must contain all pricing information relative to performing the administrative services.</p> <p>All proposed fees must include all out-of-pocket expenses as well.</p>
R.	The signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the Respondent.

- 5.5 To receive credit as a Woman-, Veteran-, or Minority-Owned Florida Certified Business Enterprise, the Respondent shall be a Florida Certified Business Enterprise as defined by:

State of Florida Department of Management Services
 Office of Supplier Diversity
 4030 Esplanade Way
 Tallahassee, Florida 32399
 Phone: (850) 487-0915
 Web Page:
http://www.dms.myflorida.com/other_programs/office_of_supplier_diversity_osd/certification

Respondents who purport to be a Florida Certified Business Enterprise must be listed in the Office of Supplier Diversity’s Certified Vendor Directory (<https://osd.dms.myflorida.com/directories>).

- 5.6 FMHRC reserves the right to accept or reject any or all proposals and to accept the proposal which best serves the interests of FMHRC.

SECTION 6 SELECTION PROCESS

- 6.1 FMHRC reserves the right to reject any and all proposals. FMHRC may determine, in its sole discretion, that it is not in the public interest to continue solicitation and/or its review of the proposals. In the event of rejection of any or all proposals, FMHRC shall not be liable for any costs incurred by any Respondent in connection with the preparation and submittal of a proposal.

- 6.2 The evaluation criteria and weights shall be as follows:

Criteria	Maximum Points Possible	Item Score
Experience and Qualifications	30	
Approach to Providing Administrative Services	30	
Fee Proposal	20	
Location	15	
Woman-, Veteran-, or Minority-Owned Florida Certified Business Enterprise	5	
TOTAL SCORE	100	

- 6.3 The criteria definitions are as follows:

Experience and Qualifications: Shall consider Respondent's current and past experience in providing the same or similar types of services identified in this RFP.

Approach to Providing Administrative Services: Shall consider Respondent's stated approach to providing the administrative services identified in this RFP.

Fee Proposal: Shall consider the fees/compensation to be provided for the services of the Respondent. Compensation shall not be the sole or predominant factor used to evaluate proposals.

Location: Shall consider the location of Respondent's place of business, staffing, and resources that are expected to be made available for FMHRC.

Woman-, Veteran-, or Minority-Owned Florida Certified Business Enterprise: Minority Business Enterprise: Shall consider whether Respondent is a Woman-, Veteran-, or Minority-Owned Florida Certified Business Enterprise as set forth in Section 5.5 above.

- 6.4 Each Board member will assign an "item score" of 0 to the maximum points possible in each criteria category. The "item score" for each criteria category will then be added to determine the Total Score. The Total Scores from each Board member will be added together to arrive at the overall Total Score and rank of each Respondent.
- 6.5 The highest ranked Respondent shall have thirty (30) days to negotiate a contract with FMHRC, including the fee proposal contained herein. If the Board is unable to negotiate a satisfactory contract with the highest ranked Respondent, the Board will begin negotiations with the next-highest ranked Respondent.

SECTION 7 GENERAL TERMS AND CONDITIONS

- 7.1 **American's with Disabilities Act:** FMHRC does not discriminate upon the basis of any individual's disability status. This nondiscrimination policy involves every aspect of FMHRC's functions including one's access to participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act should make the request to the contact person set forth in Sections 4.1 and 4.3 above.
- 7.2 **Minority Business Enterprises:** Respondents doing business with FMHRC are prohibited from discriminating on the basis of race, color, creed, national origin, handicap, age, marital status, or sex. FMHRC is desirous of allowing as many vendors as possible the opportunity to participate (including minority men and women-owned businesses) in the roles of general contractors and subcontractors. If the Respondent does not fall into either of these categories, efforts to contract with vendors who do fall into these categories are appreciated. FMHRC is an Equal Opportunity Employer and requires the same of the Respondent.

- 7.3 **Drug Free Workplace Act:** The selected Respondent shall represent that it has established a drug-free workplace in accordance with the requirements of F.S. §287.087.
- 7.4 **Public Entity Crime:** Pursuant to F.S. §287.133(2)(a), 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 F.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 FMHRC within 30 days after a conviction of a public entity crime applicable to that person or to an affiliate of that person.

Respondent shall acknowledge and represent that it has not been placed on the convicted vendor list as described in this section.

- 7.5 **Indemnification:** As part of its contract with FMHRC, the successful Respondent shall indemnify and save harmless FMHRC, its officials, board members and employees, from all losses, damages, costs, expenses, liability, claims, actions, and judgments of any kind whatsoever brought or asserted against, or incurred by, FMHRC, including without limitation attorney's fees and costs of litigation, to the extent that the same arise out of or are caused by any act or omission of the Respondent, its subconsultants or subcontractors, or by the employees, officers, directors, or agents of the Respondent, or its subcontractors.
- 7.6 **Ownership and Review of Proposals:** All materials submitted in response to this RFP become the property of FMHRC. As provided in F.S. §119.071(1)(b)2, any proposal received by FMHRC in response to this RFP is exempt from inspection or copying pursuant to F.S. §119.07(1), and Section 24(a), Article I of the State Constitution, until such time as FMHRC provides notice of a decision or until thirty (30) days after opening of the proposals, whichever is earlier. If FMHRC rejects all proposals submitted in response to this RFP and concurrently provides notice of its intent to reissue the RFP, the rejected proposals remain exempt from disclosure under F.S. §119.07(1), and Section 24(a), Article I of the State Constitution, until such time as FMHRC provides notice of an Intended Decision concerning the reissued RFP or until FMHRC withdraws the reissued RFP. A proposal is not exempt for longer than twelve (12) months after the initial FMHRC notice rejecting all proposals.

Proposers should take special note of this Section as it relates to any proprietary information that might be included in their proposal. Any resulting contract may be reviewed by any person after the contract has been executed by FMHRC. FMHRC has the right to use any or all information or material submitted in response to this RFP

and/or any contract resulting from same. Disqualification of a proposer does not eliminate this right.

7.7 **Rejection of Proposals and Waiver of Irregularities or Defects:** FMHRC reserves the right to reject any and all proposals submitted in response to this RFP and further reserves the right to waive any technical irregularities or immaterial defects in any proposal that does not affect the fairness of the solicitation process.

7.8 **Prohibited Communications:** Any form of communication, except for written correspondence as provided in this RFP, shall be prohibited regarding a particular response between:

- A. Any person or person's representative seeking an award from this RFP; and,
- B. Any FMHRC Board member, any member of FMO or FMHA, or any FMHRC staff authorized to act on behalf of FMHRC to award a contract under this RFP.

For purposes of this Section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

The prohibited deadline shall be in effect as of the deadline to submit the response to this RFP (the Opening Date).

The provisions of this Section shall not apply to oral communications at any public proceeding. Further, the provisions of this Section shall not apply to contract negotiations between any employee and the intended awardee. The provisions of this Section shall terminate at the time the Board awards or approves a contract, rejects all responses or otherwise takes action that ends this solicitation process.

The penalty for an intentional violation of this Section shall be disqualification of Respondent from consideration in this RFP process.

*****APPENDIX A and B ATTACHED ON FOLLOWING PAGES*****

APPENDIX A

Florida Mobile Home Corporation Operating Budget Fiscal Year 2017 - 2018

Administrative Expenses

Bank Service Fees	\$200
Board Travel Expenses	\$9,000
Office Rent	\$10,500
Office Maintenance	\$300
Information Technology Services	\$8,000
Insurance - Liability	\$3,500
Office Supplies	\$3,000
Postage, Delivery & Copying	\$5,000
Publications	\$1,000
Telephone	\$5,500
Utilities	\$2,500
Mileage Expense	\$4,000

Total Administrative Expenses **\$52,500**

Staff Expenses

Wages	\$85,000
Payroll Taxes	\$7,700
Payroll Processing & Tax Service	\$500
Employee Health Insurance	\$18,800
Employee Dental & Vision Insurance	\$2,000
Employee Worker's Comp. Insurance	\$1,000

Total Staff Expenses **\$115,000**

Professional Fees

Accounting/Bookkeeping	\$11,000
Audit	\$6,000
Legal Retainer	\$48,000
Legal Litigation	\$10,000
Consultants	\$37,000

Total Consultant Fees **\$112,000**

Total Expenses **\$279,500**

APPENDIX B

Mobile Home Owner Application History

Florida Mobile Home Relocation Corporation

Yearly Payouts

Month	Relo. Total	Aband. Total	Dbl Relo.	Sng Relo	Dbl Wd Aand	Sng Wd Aband	Claims Total
2018 / 2019							\$ -
2017 / 2018							
2016 / 2017	1	3	0	1	1	2	\$ 8,500.00
2015 / 2016	1	12	1	0	3	9	\$ 26,625.00
2014 / 2015	3	7	1	2	1	6	\$ 23,000.00
2013 / 2014	18	27	13	5	10	17	\$ 143,875.00
2012 / 2013							\$ 830,125.00
2011 / 2012							\$ 64,125.00
2010 / 2011							\$ 114,750.00
2009 / 2010							\$ 169,375.00
2008 / 2009							\$ 2,027,375.00
2007 / 2008							\$ 623,753.00
2006 / 2007							\$ 2,057,176.00
2005 / 2006							\$ 969,325.00
2004 / 2005							\$ 604,735.00
2003 / 2004							
2002 / 2003							
2001 / 2002							
2000 / 2001							
Year End Totals	23	49	15	8	15	34	\$ 7,662,739.00