

Workforce Florida, Inc.

Dispute Procedure for Procurement Actions

Workforce Florida, Inc. is a public/private corporation with specific statutory authority to enter into contracts and therefore its procurement policies and procedures are not subject to the requirements of Chapter 287, Florida Statutes. Decisions by the WFI Board of Directors or the WFI Executive Committee or duly authorized WFI officials regarding the awarding of Invitations to Bids, Requests for Proposals, grant solicitations, Invitations to Negotiate and all other procurement actions, either through a competitive process or a non-competitive process, are final.

Generally procurement decisions will be communicated directly to responding parties simultaneously by email and posted on the WFI web site at www.workforceflorida.com. The email and web site notice will provide parties with their rights to file a dispute. Potentially adversely affected parties may file a written dispute of a procurement decision within the following parameters:

1. Such disputes must be in writing, signed by the bidder's/offeree's official who signed the original bid/proposal/offer, and must state with specificity the nature of the dispute and the requested disposition. The President of WFI retains the authority to determine if the written dispute meets the criterion of specificity. Any dispute that does not meet this requirement may be dismissed without further consideration.
2. Such disputes must be received by the President of WFI not later than five (5) working days from the date of the notice of award. Parties filing a written dispute are required to ensure timely delivery. Facsimiles that have the appropriate signature and meet all other requirements stated herein may be accepted. Any dispute that is not received by the President within this timeframe will be rejected without further consideration.
3. Parties filing a dispute are not allowed to provide additional information unless, at his discretion, the President requests clarification of submitted materials. The President may, solely at his discretion, invite the disputing party to make a personal presentation to augment the written dispute.
4. Within five (5) working days after receipt of any such valid dispute, the President will issue a final decision regarding the outcome of the disputed award notifying the party that filed the dispute and a member of the WFI Executive Committee. The Chairman of Workforce Florida, Inc. or its Board of Directors may direct the President to present disputes to the Executive Committee. No disputes of

procurement actions will be presented to the Board of Directors unless, at the discretion of the Chairman, such full board review is deemed to be necessary.

5. Nothing in this dispute process is intended to imply nor should it be construed to mean such filing of a dispute places any constraint on the ability of WFI to proceed with its disputed procurement action, either in whole or in part.