Contractual Services

This chapter covers basic information found in the ***Commodities and Contractual Services Procurement Manual*****, *375-040-020***. Contact your District Contractual Services Office for project-specific solutions.

Contractual services include environmental, archeological, emergency response, building and equipment maintenance, training, appraisal contracts, research, systems development, information technology, and appraisal services. These services are procured through the ***Vendor Bid System*** or through ***MyFloridaMarketPlace***.

Competitive Solicitations

The competitive solicitations are done through three different types of advertisements: Invitation to Bid, Request for Proposal, or Invitation to Negotiate.

Invitation to Bid

An Invitation to Bid (ITB) is a competitive solicitation process (typically takes 8-10 weeks) that utilizes a written solicitation for competitive sealed bids. The ITB is used when the agency knows exactly what is required and is capable of specifically defining the specifications or scope of work. Bids are evaluated strictly against the terms and conditions of the ITB, and bid prices submitted. The selection is based on lowest bid that meets the specifications.

Request for Proposal

A Request for Proposal (RFP) is a competitive solicitation process (typically takes 10-12 weeks) that utilizes a written solicitation for sealed proposals. The RFP is used when contractual services being sought can be specifically defined and the agency identifies necessary deliverables. The proposal selection is based on the responsive and responsible Proposer whose Proposal receives the highest proposal score for the evaluation criteria in the RFP

Invitation to Negotiate

An Invitation to Negotiate (ITN) is a competitive solicitation process (typically takes 12-14 weeks) intended to determine the best method for achieving an unclear goal and identify responsive best-value vendors. The ITN process is used on complex projects that the Department knows what they want, but unclear on the best process or solution. It occurs frequently on high risk and new technology contracts when FDOT is not exactly sure of the approach or the latest technologies.