

**CENTRAL FLORIDA EXPRESSWAY AUTHORITY  
NOTICE OF REQUEST FOR PROPOSALS TO PROVIDE  
INSURANCE BROKER SERVICES  
CONTRACT NO. 001284**

The Central Florida Expressway Authority (CFX) requires the services of a qualified firm to serve as CFX's Insurance Broker. Consideration will be given to only those respondents who are qualified to perform the work as determined by CFX. Proposal documents are available for download at the CFX web site located at <https://www.cfxway.com/Procurement/Account/Login?ReturnUrl=%2fProcurement>. Proposer registration is required to access and download documents. Instructions for registration are provided on the website.

CFX has determined that the use of the request for proposals process is in its best interest for this solicitation and that the selection of a contractor based solely on the lowest price (invitation to bid process) is not practicable. The RFP process provides the opportunity for CFX to review and evaluate information that CFX feels is important and necessary to ensure that the selected proposer has the requisite qualifications, experience, and understanding of the project objectives from both a corporate and staffing standpoint to protect the health, safety and welfare of motorists. Review and evaluation of these criteria is not available using the invitation to bid process.

**DESCRIPTION:** The Scope of Services describes in detail the services required by CFX for the insurance broker.

**QUALIFICATION REQUIREMENTS:** The Proposer shall be licensed as an insurance broker in the State of Florida, have a minimum of five (5) years of experience with insurance broker services being the firm's primary business, have had at least five (5) government entities as clients in the past five (5) years, be covered for General Liability, Workers' Compensation and Professional Liability (Errors and Omissions), and have the servicing office located within the Orange County Standard Metropolitan Statistical Area (Orange, Lake, Osceola and Seminole Counties).

Proposers that are corporations must be registered to do business in Florida prior to the submittal of the Proposal. CFX will evaluate and determine the relative ability of each Proposer to perform the required services based upon the information provided by the Proposer in response to the RFP.

**DISADVANTAGED/MINORITY/WOMEN/BUSINESS ENTERPRISE PARTICIPATION:** CFX hereby notifies all firms and individuals that it will require affirmative efforts be made to ensure participation of local minority and women business enterprises on contracts awarded by CFX.

**CODE OF ETHICS:** All firms selected to work with CFX are required to comply with the CFX Code of Ethics, a copy of which is available on the CFX web site at [www.cfxway.com](http://www.cfxway.com).

**PROPOSAL DUE DATE:** Proposals will be received by CFX until 1:30 p.m. Orlando local time, on

May 1, 2017, as shown on the time/date stamp clock at the receptionist's desk in the lobby. The clock will serve as the official instrument to determine when a proposal is received. A submittal that is clocked in after the date/time specified will be rejected and not accepted. Rejection of a submittal under those circumstances shall not be the basis of a protest pursuant to the CFX Procedure for Resolution of Protests.

**EQUAL OPPORTUNITY STATEMENT:** CFX, in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, sex, national origin, age, religion and disability. CFX hereby notifies all Proposers and individuals that it requires and encourages equal employment opportunity for minority and women as employees in the workforce.

**NON-SOLICITATION PROVISION:** From the first date of publication of this Notice, no person may contact any CFX Board Member, Officer, Employee, or any evaluation Committee Member, with respect to this Notice or the services to be provided, except as related to the submittal requirements detailed in the RFP. Reference is made to the lobbying guidelines of CFX for further information regarding this Non-Solicitation Provision.

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Aneth O. Williams  
Director of Procurement