

**NOTICE OF INTENDED DECISION
TO ENTER INTO A SINGLE SOURCE CONTRACT
(PUR 7778)**

This notice of intended decision to enter into a single source contract is posted in accordance with section 287.057(5)(c), Florida Statutes.

AGENCY Department of Financial Services

TITLE Single Source with Florida Association of Insurance Agents (FAIA)

Short description of the commodity or service desired: Contract is for the revision, printing and distribution of the Florida General Lines Agents'/Customer Representatives' and the Florida Adjusters' Study Manuals for insurance license examinations on behalf of the Department.

CONTACT

Name: Fran Spivey, Purchasing Services
Address: 200 East Gaines Street, Tallahassee, FL 32399-0317
Telephone: 850/413-2070
Email: ran.spivey@myfloridacfo.com

Internal tracking number, if any: DFS (AA) SS 11/12-07

DMS Single Source number, if applicable:

Date posted: 04/12/2012

Time Posted: 9:00 A.M. (ET)

Commodity or Service Required (commodity class and group, manufacturer, model, and description, as appropriate):

695-060; Study Manuals for the Florida General Lines Agents'/Customer Representatives' and the Florida Adjusters' insurance license examinations.

Requestor (division, bureau, office, individual, as appropriate):

Division of Agent and Agency Services, Bureau of Licensing

Performance and/or Design Requirements (intended use, function or application, compatibility etc. requirements; reference to policy, rule, statute or other act of the Legislature, etc., as appropriate):

Pursuant to s.624.313 F.S., the Department is seeking a vendor who can provide the annual revisions and printing of the Florida General Lines Agents'/Customer Representatives' and the Florida Adjusters' Study Manuals which are available to the public for a cost agreed upon by a vendor and the Department. The vendor must be able to provide the high quality services and products required by the Department.

The vendor must be able to annually revise the manual so as to maintain technical accuracy and applicability to the related state licensure examination. Revisions of the manual must cover all subject areas covered in earlier editions to at least the same extent as those subjects are covered in the earlier editions. Revisions must keep the manuals current with applicable changes in Florida law and Department regulations, all Insurance Service Office (ISO) forms pertaining to title insurance, in addition to applicable changes in the insurance industry. Applicable changes in the insurance industry include, but are not limited to, trends, conditions, and new developments in the industry.

The vendor must also have sufficient knowledge of the insurance industry and Florida law as so as to develop revisions without guidance from the Department. A vendor will be required to make comprehensive and through recommendations as to updated material needed as dictated by regulations and applicable events in the Florida insurance industry. If the Department recommends any modifications, the modifications shall be incorporated into the revisions, and the revisions shall be resubmitted to the Department for approval. The vendor must obtain the Department prior written approval for all material

incorporated or included in the manuals. Any text will be the property of the Florida Department of Financial Services. The revisions of each manual shall be subject to the approval of the Department. Revisions may not be printed, incorporated or included in the manuals without the Department's express written approval.

The vendor must be able to adhere to a revision schedule provided by the Department that begins approximately June 15 of each year and ends approximately August 31 of each year. The manual must be available for distribution and made available for sale on November 1 of each year. Additionally, the vendor must be able to attend the annual Test Development Workshop that takes place approximately July 31 of each year and incorporate revisions resulting from that workshop to the manual. The vendor must be able to cover all costs associated with their attendance at the workshop.

The vendor must be able to produce monthly sales reports to be delivered to the Department.

Intended source (vendor, contractor):
Florida Association of Insurance Agents (FAIA)

Price:
This is a no cost to the state contract. The manuals that are produced by the FAIA is available to the public for a cost of \$35.00 with \$5.00 being returned to the Department. The revenue for FAIA is estimated to be average approximately \$124,000 per 12 month increment.

Justification for single source acquisition (what is necessary and unique about the product, service or source; steps taken to confirm unavailability of competition, as appropriate)
The Division issued a RFI 11/12-06 on November 14, 2011 and all responses to RFI were due November 28, 2011. The Division received only one (1) response, from FAIA. FAIA is the vendor we currently contract with for these services. Historically there has not been any other interested parties that has shown interest in performing these services.

Approved By (names & titles, as appropriate, e.g., requestor, requestor management, information systems, budget, purchasing, DMS approver)
Sean Fischer, Bureau of Licensing Greg Thomas, Division of Agent & Agencies Paul Whitfield,
DCFO Fran Spivey, Purchasing Services

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to file a bond or other security within the time allowed for filing a bond, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.