

RFI No.
19-R072411JE
CERTIFICATE OF INSURANCE TRACKING
SYSTEM
SEPTEMBER 17, 2019

Manatee County BCC
Procurement Division
1112 Manatee Avenue West Ste 803
Bradenton, FL 34205
purchasing@mymanatee.org



NOTICE TO OFFERORS
REQUEST FOR INFORMATION No. 19-R072411JE
CERTIFICATE OF INSURANCE TRACKING SYSTEM

Manatee County, a political subdivision of the State of Florida (hereinafter referred to as County) requesting information from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida (Respondents) regarding Certificate of Insurance Tracking System, as specified in this Request for Information (RFI).

DATE, TIME AND PLACE DUE:

The Due Date and Time for submission of information in response to this RFI is **October 11, 2019 at 3:00 P.M. ET**. Information must be delivered to the following location: Manatee County Administration Building, 1112 Manatee Ave. W., Suite 803, Bradenton, FL 34205 prior to the Due Date and Time.

QUESTIONS AND CLARIFICATION REQUESTS:

Submit all questions, inquiries, or requests concerning interpretation, clarification or additional information pertaining to this RFI to the Manatee County Procurement Division by September 27, 2019. Questions and inquiries should be submitted via email to purchasing@mymanatee.org or to the Designated Procurement Contact shown below.

DESIGNATED PROCUREMENT CONTACT: Jacob Erickson, Procurement Manager
Email: jacob.erickson@mymanatee.org
Manatee County Financial Management Department
Procurement Division

1.0 Project Background

The County issues this Request for Information (RFI) for Certificate of Insurance Tracking System. At this time, the County is only requesting information in the response to this RFI.

The purpose of this Request for Information is to obtain information on Certificate of Insurance Tracking System for the County. The system will be used for County-wide tracking of Certificates of Insurance with Risk Management overseeing the program.

The County does not guarantee that a contract will be awarded as a result of this RFI, nor does the County guarantee that a formal solicitation such as a Request for Proposal (RFP), Invitation for Bid (IFB) or other procurement process will be issued as a result of this RFI. However, the County reserves the right to negotiate a contract with a single source should limited competition exist as a result of the responses obtained from this RFI.

2.0 Reviewing Responses

It is County's intention to review responses and to determine the level of interest and availability based on the information provided by the Respondents in the RFI responses.

3.0 Response Submission

The County's office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding County holidays. Responses may be submitted as follows:

- a. Hand-delivery, mail or commercial courier:

Manatee County BCC
Procurement Division
1112 Manatee Ave. West
Suite 803
Bradenton, FL 34205

OR

- b. E-mail: jacob.erickson@mymanatee.org

4.0 Cost of Preparation and Submission

All costs associated with preparing and delivering a response to this RFI will be borne entirely by the Respondent. The County will not compensate the Respondent for any expenses incurred by the Respondent as a result of this RFI process.

5.0 Response Opening

There will be no formal opening for this RFI.

6.0 Response Information

Provide the following information in the response to this RFI:

- a. Respondent legal contracting name including any dba.
- b. Address of Respondent's corporate headquarters.
- c. Address of Respondent's local office (if any).
- d. Respondent's primary contact for this RFI. Include the following:
 - i. Name
 - ii. Title
 - iii. Phone
 - iv. E-mail
 - v. Mailing Address
- e. Respondent's website URL address.
- f. Respondent shall complete the attached Excel spreadsheet.
- g. Provide three (3) public entity client references with preference given to those within the State of Florida for whom Respondent has provided the software specified in this RFI to include the following information:

- i. Client Name
- ii. Location
- iii. Contact Name
- iv. Contact Phone
- v. Contact Email
- vi. Dates of Service

End of RFI Form

Authorized for Release _____