

**Proposed Meeting Dates for
RFP 26-295, Onsite Clinic Services**

The following meetings are open to the public to attend. Instructions on how to attend each meeting are provided below.

**First Selection Committee Meeting, Procurement Requirements Assessment,
Elevation Level 1:**

July 13, 2026 @ 10:30 a.m. – 12:00 p.m.- Room 413– Procurement will distribute the Proposals and evaluation criteria to the Selection Committee.

Selection Committee Evaluation – Elevation Level 2:

July 30, 2026 @ 9:30 a.m. – 11:30 a.m. – Room 407 – Selection Committee meeting to score and elevate Proposers. The Selection Committee will then decide how many Proposers to elevate to Elevation Level 3, Proposer Interviews, based on the final scores. At a minimum, the Selection Committee shall elevate the two highest-ranked Proposers to Elevation Level 3 for interviews.

Proposer Interviews – Elevation Level 3:

August 12, 2026 @ 1:00 p.m. – 5:00 p.m. – Room 413 – The Selection Committee shall conduct interviews of the Proposers that it has elevated from Elevation Level 2 to Elevation Level 3. During an interview, elevated Proposers shall make a presentation describing the key elements of their Proposal and/or address any specific topics the Selection Committee may determine necessary. The Selection Committee members will have an opportunity to inquire about any aspect of the RFP and the Proposer's Proposal. After all elevated Proposer interviews, each Selection Committee member shall evaluate each Proposer with emphasis on the following:

- Proposer interview and presentation focusing on the key elements of their presentation, answers to questions of the Selection Committee, as well as each Proposer's proposal. Additional information may be required by the Selection Committee.

Selection Committee members will then collectively decide if they would like to elevate one or more Proposers to Elevation Level 4, Best and Final Offer.

Best and Final Offer (BAFFO) Elevation Level 4:

September 3, 2026 @ 1:30 p.m. – 3:30 p.m. - Room 413 – Proposers elevated to Elevation Level 4 will be asked to provide their best and final pricing offer ("BAFO"). Willis Towers Watson will provide each Proposer elevated with information to be used to provide their BAFO.

After elevated Proposers have submitted the requested BAFO information to Willis Towers Watson, the Selection Committee will convene to individually evaluate each Proposer with emphasis on Proposer submittal, interview and BAFO.

Selection Committee members will then individually rank the Proposers in numerical order beginning at number 1 for the highest-ranked Proposer. Procurement shall receive and compile each Selection Committee member's ranking of each Proposer, and then publish a rank-ordered listing of Proposers to the Selection Committee, based on the combined average rankings given each Proposer. The Selection Committee members will then collectively decide if they would like to recommend the Board authorize staff to enter into Contract Negotiations with one or more of those Proposers elevated to BAFO, starting with the highest-ranked Proposer. After Board approval to authorize staff to negotiate a contract, all BAFO Proposers selected will then be elevated to Elevation Level 5, Contract Negotiations, starting with the highest-ranked Proposer.

REVIEW OF PROPOSAL FILES

In accordance with Chapter 119.071 of the Florida Statutes, the responses received for this Request for Proposal are exempt from review for thirty (30) working days after the Bid Opening Date or at Recommendation of Award, whichever event occurs first.

Should the RFP be cancelled and re-solicited for any reason, proposal responses shall remain exempt from disclosure for a period not to exceed twelve (12) months or at Recommendation of Award of the subsequent solicitation.

INTERVIEWS:

In accordance with Florida Statute 286.0113, all interviews conducted will be exempt from attendance by anyone other than the selection committee. At the end of the last interview, the meeting will be open to the public and the ranking of firms and recommendation of award will occur in the sunshine.