

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 6600

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**PROCEDURE TITLE:** Cone of Silence for Procurements

**STATUTORY REFERENCE:** §§ 1001.64 and 1001.65, Florida Statutes

**BASED ON POLICY:** VI-1: Guidelines for Selection of Professional Services  
VI-2: Bidding for Commodities and Services  
VI-6: Prequalification of Contractors  
VI-12: Bids and Awards of Contracts for Construction, Remodeling, Renovation, Demolition or Maintenance of Educational Facilities

**EFFECTIVE DATE:** April 30, 2019

**LAST REVISION DATE:** April 30, 2019

## **I. PURPOSE**

To promote the integrity of and provide a designated point of contact for all College solicitations, the College imposes specific limitations on the communications between any person or entity contemplating or which has submitted a response to any Invitation to Bid (ITB), Request for Proposals (RFP), Request for Qualifications (RFQ), Invitation to Negotiate (ITN) or any other competitive procurement ("Solicitation"). For purposes of this Procedure, any person or entity contemplating or which has submitted a response to any Solicitation shall be referred to as a "Vendor".

## **II. PROCEDURE**


### **Cone of Silence: Limitation on Vendor Contact with the College during solicitation period –**

Any Vendor, or any persons or entities acting on the behalf of any Vendor, may not contact the College President, any College Trustee, any employee of the College or any employee of any College Trustee concerning any aspect of a Solicitation, from the release of the Solicitation through the end of the 72-hour period, as provided for in section 120.57(3), Fla. Stat., following the action on the recommended award by the College's District Board of Trustees.

Except as otherwise specifically provided for by the Solicitation, all communications to the College concerning any aspect of the Solicitation during the foregoing time period must be made in writing and only to the College's assigned Purchasing Department officer or the College's Office of Legal Affairs. It is the responsibility of the Vendor to advise any person or

entity authorized to act on its behalf of this requirement. A violation of this provision shall be grounds for rejecting a response.

This provision shall be referred to as the “Cone of Silence”.

	
April 30, 2019	
<b>PRESIDENT</b>	<b>DATE</b>