

Notice of Public Meetings

STATE BOARD OF ADMINISTRATION

INVITATION TO NEGOTIATE

The State Board of Administration (SBA) announces an Invitation to Negotiate (ITN) to solicit responses from any firm interested in being considered for employee benefit communications services for the Florida Retirement System. The communication program services include the design and printing of educational materials, as well as the conducting of focus groups and the coordination of printing and delivery of educational materials to various program vendors. Interested firms must be able to provide all services. The ITN will be available on October 1, 2018 and can be found on the SBA's website at www.sbafla.com under "Doing Business with the SBA." Responses will be due no later than 5:00 p.m., ET, on Monday, October 29, 2018. The SBA reserves the right to reject any and all responses and to cancel the above ITN at any time. The SBA announces the following meeting dates, times, and locations with respect to this ITN, and all meetings are open to the public.

DATE AND TIME: Friday, November 9, 2018, 9:00 a.m. – until the conclusion of business

LOCATION: Emerald Coast Room (6th Floor), 1801 Hermitage Blvd., Tallahassee, Florida

GENERAL SUBJECT MATTER TO BE CONSIDERED: To discuss the responses received concerning the above ITN, and to designate short-listed respondents for interviews, if necessary, and further consideration.

DATE AND TIME: Monday, December 10, 2018, 9:00 a.m. – until conclusion of business

LOCATION: Gold Coast Room (6th Floor), 1801 Hermitage Blvd., Tallahassee, Florida

GENERAL SUBJECT MATTER TO BE CONSIDERED: To discuss responses received and all other information gathered concerning the above ITN to determine a final ranking of short-listed respondents and to recommend to the Executive Director & CIO that the SBA enter into an agreement, effective July 1, 2019, with the selected respondent to provide communication program services as covered in the above ITN.

Any changes to the above meeting dates and/or times (including the cancellation of any meeting) will be posted on the SBA's website at <http://www.sbafla.com> at least 7 days prior to the scheduled meeting.

Anyone requiring special accommodations to participate in any meeting or anyone wishing further information should contact Ruthie Bianco at (850)413-1494 or by mail at 1801 Hermitage Blvd., Suite 100, Tallahassee, Florida 32308.