

State of Florida  
Department of Children and Families



RFP# 06J19GN  
Train-the-Trainer Training on the Family Finder Model

Evaluation Manual

Evaluator Name: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Date of Response Evaluation: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

## 1 GENERAL INSTRUCTIONS

- 1.1 Each evaluator will evaluate the programmatic response for all vendor replies that pass the mandatory criteria. Each evaluation criterion must be scored. The Cost criteria will also be scored by the Procurement Manager separately from the evaluation criteria scored by the evaluators. Fractional values will not be accepted for either calculation. If an evaluator score sheet(s) is missing scores, it will be returned for completion. Scoring must reflect the evaluator's independent evaluation of the response to each evaluation criterion.
- 1.2 Each evaluator shall assign a score for each evaluation criterion based upon his/her assessment of the response. The assignment of an individual score must be based upon the following description of the point scores:

IF, in your judgment the response demonstrates and/or describes...	Category	...assign points within ...
...extensive competency, proven capabilities, an outstanding approach to the subject area, innovative, practical and effective solutions, a clear and complete understanding of inter-relationships, full responsiveness, a clear and comprehensive understanding of the requirements and planning for the unforeseen.	Superior	81-100% of the maximum points for the area.
...clear competency, consistent capability, a reasoned approach to the subject area, feasible solutions, a generally clear and complete description of inter-relationships, extensive but incomplete responsiveness and a sound understanding of the requirements.	Good	61-80% of the maximum points for the area.
...fundamental competency, adequate capability, a basic approach to the subject area, apparently feasible but somewhat unclear solutions, a weak description of inter-relationships in some areas, partial responsiveness, a fair understanding of the requirements and a lack of staff experience and skills in some areas.	Adequate	41-60% of the maximum points for the area.
...little competency, minimal capability, an inadequate approach to the subject area, infeasible and/or ineffective solutions, somewhat unclear, incomplete and /or non-responsive, a lack of understanding of the requirements and a lack of demonstrated experience and skills.	Poor	21-40 %of the maximum points for the area.
...a significant or complete lack of understanding, an incomprehensible approach, a significant or complete lack of skill and experience and extensive non-responsiveness.	Insufficient	0-20% of the maximum points for the area.

- 1.3 Each submitted Cost proposal shall be assigned a score for each Vendor submission along with the criterion based upon his/her assessment of the response. The Procurement manager and financial evaluator must complete the scoring for all pricing. The calculation of the pricing portion does not involve evaluators. The assignment of a Cost Proposal must be based upon the description of the point scores for pricing.
- 1.4 When completing score sheets evaluators should record references to the sections of the Request for Proposal (RFP) and the written response materials which most directly pertain to the criterion and upon which their scores were based. More than one section may be recorded. Evaluators should not attempt an exhaustive documentation of every bit of information considered but only key information. In general, the reference statements should be brief. If the response does not address an evaluation criterion, evaluators should indicate "not addressed" and score it accordingly.
- 1.5 Each evaluator has been provided a copy of the RFP, including its appendices, any RFP amendments, and vendor written inquiries and the written responses provided by the Department. Each evaluator will also be provided with a copy of each programmatic response which should be evaluated and scored according to the instructions provided in the solicitation and the evaluation manual.
- 1.6 Replies shall be independently scored by each member of the evaluation team. No collaboration is permitted during the scoring process. The same scoring principles must be applied to every response received, independent of other evaluators. Evaluators should work carefully to be as thorough as possible in order to ensure a fair and open competitive procurement. No attempt by Department personnel or others, including other evaluators, to influence an evaluator's scoring shall be tolerated.
- 1.7 If any attempt is made to influence an evaluator, the evaluator must immediately report the incident to the Procurement Manager. If such an attempt is made by the Procurement Manager, the evaluator must immediately report the incident to the Inspector General.
- 1.8 The Procurement Manager will conduct reference checks via telephone interviews.
- 1.9 Only the rating sheets provided should be used. No additional notes or marks should appear elsewhere in the evaluation manual.
- 1.10 Evaluators may request assistance in understanding evaluation criteria and replies only from the Procurement Manager/Procurement Advisors.
- 1.11 Questions related to the solicitation and the evaluations of the response should be directed only to:  
Jessica Koburger, Procurement Manager  
Florida Department of Children and Families  
The Office of Child Welfare  
1317 Winewood Blvd., BL. 1, RM. 300-I  
Tallahassee, FL 32399-0700  
E-Mail Address: [Jessica.Koburger@myflfamilies.com](mailto:Jessica.Koburger@myflfamilies.com)

- 1.12 After each evaluator has completed the scoring of each programmatic response, the scores are then submitted to the Procurement Manager for compilation. The Procurement Manager will average the total programmatic point scores by each evaluator to calculate the points awarded for each section for each vendor. The Procurement Manager will average the total financial point scores by the financial evaluator and Procurement Manager to calculate the points awarded for each section for each vendor. The two scores are added together with the highest scorer being awarded.
- 1.13 Following completion of the independent evaluations of the replies, the Procurement Manager will hold a meeting to validate evaluator scoring. The purpose of the meeting is to ensure that their individual evaluation scores were captured correctly when preparing the total programmatic scores.

## 2 QUALITATIVE CRITERIA

Evaluators shall assign scores to each of the replies received by the Department based on the following criteria:

- 2.1 Vendor's articulation of their approach and implementation, and the ability of the approach and implementation to meet the Department's needs, the requirements of this.
- 2.2 The innovation of the Vendor's approach and implementation of the required services.
- 2.3 Vendor References and track record implementing similar trainings to the one specified in this RFP.
- 2.4 The skills and experience of the Vendor's proposed staff relative to the proposed approach and implementation of the services.
- 2.5 The Vendor's financial management approach, proposed budget and related financial information.

*This space is intentionally left blank.*

### 3 PROGRAMMATIC RESPONSE POINT VALUES

The maximum score for the Programmatic Response is 800 points.

Pursuant to section 5.3.1, Scoring, of the RFP, the Department's Programmatic Evaluators will independently evaluate each Programmatic Proposal in accordance with the following criteria:

Programmatic Criteria	Maximum Points	Percent of Total (650 Points)
<b>1. Vendor's articulation of their approach and implementation, and the ability of the approach and implementation to meet the Department's needs, the requirements of this RFP.</b>		
<ul style="list-style-type: none"> <li>Understanding of the Departments statement of need</li> <li>Description of Vendor's Programmatic Capability and Approach</li> </ul>	300	30%
Curriculum Outline	100	10%
Inventory Validation of Curriculum	150	15%
<b>Section 1 Subtotal</b>	<b>550</b>	<b>55%</b>
<b>2. The Innovation of the Vendor's approach and implementation of the required services.</b>		
Innovation	100	10%
<b>Section 2 Subtotal</b>	<b>100</b>	<b>10%</b>
<b>3. Vendor's track record implementing similar trainings to the one specified in this RFP.</b>		
<ul style="list-style-type: none"> <li>Measures and outcomes of post implementation of training in other training sites</li> <li>Description of the Vendor's and Subcontractors (if any)</li> </ul>	70	7%
References and previous experience	30	3%
<b>Section 3 Subtotal</b>	<b>100</b>	<b>10%</b>
<b>4. The skills and experience of the Vendor's proposed staff relative to the proposed approach and implementation of the services.</b>		
Description of staff qualifications	50	5%
<b>Section 4 Subtotal</b>	<b>50</b>	<b>5%</b>
<b>Programmatic Total</b>	<b>800</b>	<b>80%</b>

#### 4 FINANCIAL RESPONSE POINT VALUES

The maximum score for the Financial Response is 200 points.

\*Pursuant to section 5.3.1, Scoring, of the RFP, the Department's Financial Evaluator and Procurement Manager will independently evaluate each Financial Proposal in accordance with the following criteria.

Financial Criteria	Maximum Points	Percent of Total (650 Points)
<b>5. Vendor's financial management approach, proposed budget and related financial information.</b>		
Vendor's financial management approach, proposed budget and related financial information	200	20%
<b>Financial Total</b>		
	<b>200</b>	<b>20%</b>
<b>Financial Criteria Total</b>		
	<b>200</b>	<b>20%</b>
<b>Programmatic Criteria Total</b>		
	<b>800</b>	<b>80%</b>
<b>Combined Programmatic and Financial Total</b>		
	<b>1000</b>	<b>100%</b>

Evaluation Criteria 1 – Sub Criteria 1

**Criteria 1:**

**Vendor’s articulation of their approach and implementation, and the ability of the approach and implementation to meet the Department’s needs, the requirements of this RFP**

**Sub criteria 1:**

- Understanding of the Departments statement of need
- Description of Vendor’s programmatic capability and approach

***RFP Programmatic Response Instructions:***

Take into consideration the following when reviewing each response:

- Does the response demonstrate a clear understanding of the Department’s statement of need?
- Does the description of the Vendor’s programmatic capability and approach meet the Department’s needs?
- Does the description have specific scenarios surrounding engagement techniques to include parents, children, and extended relatives/ fictive kin?
- Does the description have specifics surrounding collaboration with community partners?
- How well does the vendors proposal demonstrate the necessary experience, organization, qualification, skills and facilities to serve the clients?

**RFP Related Text:**

**See Section 1.2, Statement of Purpose:**

The Department is seeking a Vendor to facilitate statewide train-the-trainer of child welfare professionals from the Department and Community-Based Care lead agencies (CBC), in each region, on the philosophy, framework and skills of Family Finding practices. In addition, the Vendor will continue to provide technical assistance to staff who have been trained.

Section 39.4015(2)(b), Florida Statutes, defines family finding as an intensive relative search and engagement technique used in identifying family and other close adults for children in out-of-home care, and involving them in developing and carrying out a plan for the emotional, and legal permanency. Key factors to successful family finding include collaborating with community partners, being youth-driven, and training staff in other resourceful skills and search techniques.

Family finding supports foster youth in developing a meaningful and enduring connection with adult relatives who will support the youth throughout his/her life. The family finding model often results in relative placement options. Relative placements are less likely to result in placement disruptions and enhance prospects for locating a permanent family if the child cannot safely return home.

For the purposes of this procurement, the awarded entity shall have a sub-recipient relationship with the Department for the purposes of carrying out these contracted services.

**See Section 4.2.4, TAB 3: Executive Overview:**

The Vendor shall provide a brief Executive Overview demonstrating an understanding of the RFP purpose stated in Section 1.2, and the needs specified in this RFP. The Executive Overview should also include a brief description of the Vendor’s organization, leadership credentials, approach for Scope of Work services, management of Performance Specifications, and completing Deliverables as defined in the Department’s CF STANDARD CONTRACT PART 2 (APPENDIX X).

**Criteria 1:**

**Vendor's articulation of their approach and implementation, and the ability of the approach and implementation to meet the Department's needs, the requirements of this RFP**

**Sub criteria 1:**

- Understanding of the Departments statement of need
- Description of Vendor's programmatic capability and approach

See **Section 4.2.5, TAB 4: Services Approach and Solution:**

The Vendor shall provide a narrative that describes the Vendor's strategic approach for performing the services described, the Vendor's description of how the work will be completed, the number, type, and suitability of any subcontractors named in the proposal, and the Vendor's approach to acquiring and overseeing additional subcontractors after contract award.

See **Exhibits B – E, CF Standard Contract Part 2**

**Guidance:** Be consistent with the use and application of the criteria. Be consistent with the use and application of the evaluation scoring guidance among all responses being evaluated. Record all evaluation comments in the space provided. Avoid using language that is too technical or includes undefined abbreviations and acronyms. Use complete, clear, and legible statements and provide accurate references and detail.



**Criteria 1:**  
**Vendor’s articulation of their approach and implementation, and the ability of the approach and implementation to meet the Department’s needs, the requirements of this RFP**

**Sub criteria 1:**

- Understanding of the Departments statement of need
- Description of Vendor’s programmatic capability and approach

*Notes/Rationale:*

*Score (0-300):* \_\_\_\_\_ *Evaluator Initials:* \_\_\_\_\_

Topic	Max Points	Superior (81-100%)	Good (61-80%)	Adequate (41-60%)	Poor (21-40%)	Insufficient (0-20%)
• [Insert Topic]						

Evaluation Criteria 1 – Sub Criteria 2

**Criteria 1:**

**Vendor’s articulation of their approach and implementation, and the ability of the approach and implementation to meet the Department’s needs, the requirements of this RFP**

**Sub Criteria 2:**

- Curriculum Outline

***RFP Programmatic Response Instructions:***

Take into consideration the following when reviewing each response:

- Does the sample of the curriculum included in the Vendor’s response align with the services being required in this RFP? Is the subject matter of the sample curriculum applicable to the types of training required in this RFP?
- Does the curriculum description include hands on activities associated with the training needs?

***RFP Related Text:***

See **Section 4.2.6.7:**

Provide a sample of the existing curriculum and demonstrate how the curriculum aligns with the services being requested in this RFP. The Vendor shall include research on how they developed their curriculum. The Vendor shall provide a detailed course curriculum identifying the following, at a minimum:

- Course Name;
- Topic;
- Outcomes of the class that will enable the participant to utilize his/her learning in the workplace;
- Mode of Instruction;
- Minimum Duration of each course (hours); and
- Number of sessions per course.

The curriculum subject matter must be applicable to the types of training required in this RFP. Include sample instructional training materials and/or handouts for each course, including but not limited to: PowerPoints, handouts, manuals, exercises, study/work aides, and/or simulations.

See **Exhibits B – C, CF Standard Contract Part 2**

***Guidance:*** Be consistent with the use and application of the criteria. Be consistent with the use and application of the evaluation scoring guidance among all responses being evaluated. Record all evaluation comments in the space provided. Avoid using language that is too technical or includes undefined abbreviations and acronyms. Use complete, clear, and legible statements and provide accurate references and detail.

**Criteria 1:**  
Vendor’s articulation of their approach and implementation, and the ability of the approach and implementation to meet the Department’s needs, the requirements of this RFP

**Sub Criteria 2:**

- Curriculum Outline

*Notes/Rationale:*

*Score (0-100):* \_\_\_\_\_ *Evaluator Initials:* \_\_\_\_\_

Topic	Max Points	Superior (81-100%)	Good (61-80%)	Adequate (41-60%)	Poor (21-40%)	Insufficient (0-20%)
• [Insert Topic]						

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Evaluation Criteria 1 – Sub Criteria 3

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**Criteria 1:**

**Vendor's articulation of their approach and implementation, and the ability of the approach and implementation to meet the Department's needs, the requirements of this RFP**

**Sub Criteria 3:**

- Inventory Validation of Curriculum

***RFP Programmatic Response Instructions:***

Take into consideration the following when reviewing each response:

- Does the response demonstrate a clear validation that the proposed curriculum has been successful in training(s) in other training sites performed by the Respondent?
- Does the description include data to support previous successful outcomes?
- How well does the response describe experience in implementing the curricula?

***RFP Related Text:***

See **Section 4.2.6.7:**

Provide a sample of the existing curriculum and demonstrate how the curriculum aligns with the services being requested in this RFP. The Vendor shall include research on how they developed their curriculum. The Vendor shall provide a detailed course curriculum identifying the following, at a minimum:

- Course Name;
- Topic;
- Outcomes of the class that will enable the participant to utilize his/her learning in the workplace;
- Mode of Instruction;
- Minimum Duration of each course (hours); and
- Number of sessions per course.

The curriculum subject matter must be applicable to the types of training required in this RFP. Include sample instructional training materials and/or handouts for each course, including but not limited to: PowerPoints, handouts, manuals, exercises, study/work aides, and/or simulations.

***Guidance:*** Be consistent with the use and application of the criteria. Be consistent with the use and application of the evaluation scoring guidance among all responses being evaluated. Record all evaluation comments in the space provided. Avoid using language that is too technical or includes undefined abbreviations and acronyms. Use complete, clear, and legible statements and provide accurate references and detail.

**Criteria 1:**  
Vendor’s articulation of their approach and implementation, and the ability of the approach and implementation to meet the Department’s needs, the requirements of this RFP

- Sub Criteria 3:**
- Inventory Validation of Curriculum

*Notes/Rationale:*

*Score (0-150):* \_\_\_\_\_

*Evaluator Initials:* \_\_\_\_\_

Topic	Max Points	Superior (81-100%)	Good (61-80%)	Adequate (41-60%)	Poor (21-40%)	Insufficient (0-20%)
• [Insert Topic]						

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## Evaluation Criteria 2 – Sub Criteria 1

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### Criteria 2:

#### The Innovation of the Vendor's approach and implementation of the required services.

##### Sub Criteria 1:

- Innovation

##### ***RFP Programmatic Response Instructions:***

Take into consideration the following when reviewing each response:

- Does the Respondent's strategic approach for performing the services described meet the requirements of this RFP?
- Does the response describe innovative methods to implement the services described meet the requirements of this RFP?
- Does the description include innovative search methods or techniques for locating relatives and fictive kin?

##### ***RFP Related Text:***

##### **See Section 4.2.4, TAB 3: Executive Overview:**

The Vendor shall provide a brief Executive Overview demonstrating an understanding of the RFP purpose stated in **Section 1.2**, and the needs specified in this RFP. The Executive Overview should also include a brief description of the Vendor's organization, leadership credentials, approach for Scope of Work services, management of Performance Specifications, and completing Deliverables as defined in the Department's **CF STANDARD CONTRACT PART 2 (APPENDIX X)**.

##### **See Section 4.2.5, TAB 4: Services Approach and Solution:**

The Vendor shall provide a narrative that describes the Vendor's strategic approach for performing the services described, the Vendor's description of how the work will be completed, the number, type, and suitability of any subcontractors named in the proposal, and the Vendor's approach to acquiring and overseeing additional subcontractors after contract award.

##### **See Section 4.2.6.1:**

The Vendor shall describe its organization's approach and philosophy, including mission statement, core values, and vision.

##### **See Section 4.2.6.5:**

The Vendor must list all identified subcontracts, or the plan and approach to vet, identify and recruit and retain subcontractors, which will provide proposed services.

See Exhibits B – C, CF Standard Contract Part 2

<p><b>Criteria 2:</b>  <b>The Innovation of the Vendor’s approach and implementation of the required services.</b></p>						
<p><b>Sub Criteria 1:</b></p> <ul style="list-style-type: none"> <li>• Innovation</li> </ul>						
<p><b>Guidance:</b>                  Be consistent with the use and application of the criteria. Be consistent with the use and application of the evaluation scoring guidance among all responses being evaluated. Record all evaluation comments in the space provided. Avoid using language that is too technical or includes undefined abbreviations and acronyms. Use complete, clear, and legible statements and provide accurate references and detail.</p>						
<p><i>Notes/Rationale:</i></p>						
<p><i>Score (0-100):</i> _____</p>				<p><i>Evaluator Initials:</i> _____</p>		
	Max Points	Superior (81-100%)	Good (61-80%)	Adequate (41-60%)	Poor (21-40%)	Insufficient (0-20%)
<ul style="list-style-type: none"> <li>• [Insert Topic]</li> </ul>						

Evaluation Criteria 3 – Sub Criteria 1

**Criteria 3:**

**Vendor’s track record implementing similar trainings to the one specified in this RFP.**

**Sub Criteria 1:**

- Measures and outcomes of post implementation of training in other training sites
- Description of the Vendor’s and Subcontractors (if any)

***RFP Programmatic Response Instructions:***

Take into consideration the following when reviewing each response:

- How well do the outcomes of the trainings in other training sites the Vendor’s performed align with the goals of this RFP?
- Does the described proposed work to be subcontracted meet the needs of the services in this RFP?
- Does the response include a detailed description of any work to be subcontracted with information describing the qualifications and relevant experience of any proposed subcontractors?

***RFP Related Text:***

See **Section 4.2.5, TAB 4: Services Approach and Solution:**

The Vendor shall provide a narrative that describes the Vendor’s strategic approach for performing the services described, the Vendor’s description of how the work will be completed, the number, type, and suitability of any subcontractors named in the proposal, and the Vendor’s approach to acquiring and overseeing additional subcontractors after contract award.

See **Section 4.2.6, Tab 5: Company Qualifications and Experience:**

The prospective Vendor’s proposal shall include the following information to describe and demonstrate its organizational qualifications (and those of any subcontractor with substantial responsibility for this project) to fulfill the requirements associated with completing the contract:

- The Vendor shall describe its organization’s approach and philosophy, including mission statement, core values, and vision.
- The Vendor shall: describe its organization and governance structure, depicting clear lines of authority including corporate affiliations; describe how the structure represents a lean, efficient and effective administrative model; describe experience and achievements in developing a governance model that is designed to avoid conflicts of interest.
- The Vendor should state how the Vendor intends to employ the board governance.
- The Vendor must describe its experience in providing similar services as requested in this RFP and the Department’s **CF STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX IX and APPENDIX X)**. Experience shown should be work done by the individuals who will be assigned to the work as well as the overall experience of the organization. State whether the Vendor was the prime contractor or a subcontractor and whether they worked in cooperation with a subcontractor. Where applicable, clearly note the Vendor’s related experience which included individuals who will be assigned and their role on the past project. Provide a detailed description of any work to be subcontracted with information describing the qualifications and relevant experience of any proposed subcontractors.



**Criteria 3:**

**Vendor's track record implementing similar trainings to the one specified in this RFP.**

**Sub Criteria 1:**

- Measures and outcomes of post implementation of training in other training sites
- Description of the Vendor's and Subcontractors (if any)

- The Vendor must list all identified subcontracts, or the plan and approach to vet, identify and recruit and retain subcontractors, which will provide proposed services.
- Provide the requested information below which will demonstrate the Vendor's and subcontractor(s)' ability to successfully complete the work described in this RFP and its appendices, attachments, exhibits and referenced supporting documentation. The Vendor's and any proposed subcontractor(s)' information shall be shown separately.
- Provide a sample of the existing curriculum and demonstrate how the curriculum aligns with the services being requested in this RFP. The Vendor shall include research on how they developed their curriculum. The Vendor shall provide a detailed course curriculum identifying the following, at a minimum:
  - Course Name;
  - Topic;
  - Outcomes of the class that will enable the participant to utilize his/her learning in the workplace;
  - Mode of Instruction;
  - Minimum Duration of each course (hours); and
  - Number of sessions per course.

The curriculum subject matter must be applicable to the types of training required in this RFP. Include sample instructional training materials and/or handouts for each course, including but not limited to: PowerPoints, handouts, manuals, exercises, study/work aides, and/or simulations.

Specifically, in addition to the other information described above the Vendor and its subcontractor(s) must provide:

- Full, legal name;
- Federal Employer Identification Number;
- Proof of legal entity and authorization to do business with the State of Florida;
- Country and state of incorporation;
- Principal place of business;
- Description of the Vendor's organization, including number of years in business, subsidiaries, parent corporations, officers; include organization charts and details concerning the number of facilities by geographic location;
- Brief description of the Vendor's principal type of business and history and what uniquely qualifies the Vendor for the work described in this RFP and the Department's **CF STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX IX and APPENDIX X)**;

**Criteria 3:**

**Vendor's track record implementing similar trainings to the one specified in this RFP.**

**Sub Criteria 1:**

- Measures and outcomes of post implementation of training in other training sites
- Description of the Vendor's and Subcontractors (if any)

- Statement of whether the Vendor has filed for bankruptcy protection in the past five (5) years or is currently in the process of filing or planning to file for bankruptcy protection or financial restructuring or refinancing. If so provide court and case number;
- Identification of any potential or actual conflicts of interest that might arise for the Vendor as a result of contract award to the Vendor and describe in detail the plan to eliminate or mitigate them. Such conflicts include, but are not limited to, those covered by Section 6 of the PUR 1001. Address both personal and organizational conflicts; and
- Reservations the Vendor must make if unable to certify completely all of the items in Section 9 of the PUR 1001 entitled "Representations and Authorization." If no reservations are made in this section of the proposal, the Vendor shall be deemed to attest to the truth of all of listed items and the Department may rely upon them.

The following specifically apply to the prime Vendor and should be addressed as such:

- Names and addresses of all affiliated or related companies, partnerships or associations (including subcontractor, if any) and a brief description of its relationship to the Vendor; and
- Whether or not the Vendor is proposing to use any subcontractors to perform the work described in this RFP and the Department's **CF STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX IX and APPENDIX X)**.

See **Section 4.2.7.3:**

The Vendor shall demonstrate the approach to recruitment of staff able to meet any unique cultural needs described in the Department's **CF STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX IX and APPENDIX X)**. The solution should address all applicable personnel grievance and conflict resolution practices. The Vendor should explain how the organization, subcontractors, and staffing levels will best meet the performance standards required to perform properly. It is also important to describe the credentials for human resources, quality assurance, financial, information technology, and other key professional level employees.

See **Exhibits B – E, CF Standard Contract Part 2.**

**Guidance:**

Be consistent with the use and application of the criteria. Be consistent with the use and application of the evaluation scoring guidance among all responses being evaluated. Record all evaluation comments in the space provided. Avoid using language that is too technical or includes undefined abbreviations and acronyms. Use complete, clear, and legible statements and provide accurate references and detail.

**Criteria 3:**

**Vendor's track record implementing similar trainings to the one specified in this RFP.**

**Sub Criteria 1:**

- Measures and outcomes of post implementation of training in other training sites
- Description of the Vendor's and Subcontractors (if any)

*Notes/Rationale:*

*Score (0-70):* \_\_\_\_\_

*Evaluator Initials:* \_\_\_\_\_

Topic	Max Points	Superior (81-100%)	Good (61-80%)	Adequate (41-60%)	Poor (21-40%)	Insufficient (0-20%)
• [Insert Topic]						

Evaluation Criteria 3 – Sub Criteria 2

**Criteria 3:**

**Vendor’s track record implementing similar trainings to the one specified in this RFP.**

**Sub Criteria 2:**

- References and previous experience

***RFP Programmatic Response Instructions:***

Take into consideration the following when reviewing each response:

- Does the response include references for projects they completed that were similar to the services requested in this RFP?
- Does the response describe the Respondent’s experience and achievement of the organization in providing similar services as requested in the RFP?
- Does the Vendor have any prior experience with the Department or other state agencies and how well did it perform?

***RFP Related Text:***

See **Section 4.2.6, Tab 5: Company Qualifications and Experience:**

The prospective Vendor’s proposal shall include the following information to describe and demonstrate its organizational qualifications (and those of any subcontractor with substantial responsibility for this project) to fulfill the requirements associated with completing the contract:

- The Vendor shall describe its organization’s approach and philosophy, including mission statement, core values, and vision.
- The Vendor shall: describe its organization and governance structure, depicting clear lines of authority including corporate affiliations; describe how the structure represents a lean, efficient and effective administrative model; describe experience and achievements in developing a governance model that is designed to avoid conflicts of interest.
- The Vendor should state how the Vendor intends to employ the board governance.
- The Vendor must describe its experience in providing similar services as requested in this RFP and the Department’s **CF STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX IX and APPENDIX X)**. Experience shown should be work done by the individuals who will be assigned to the work as well as the overall experience of the organization. State whether the Vendor was the prime contractor or a subcontractor and whether they worked in cooperation with a subcontractor. Where applicable, clearly note the Vendor’s related experience which included individuals who will be assigned and their role on the past project. Provide a detailed description of any work to be subcontracted with information describing the qualifications and relevant experience of any proposed subcontractors.
- The Vendor must list all identified subcontracts, or the plan and approach to vet, identify and recruit and retain subcontractors, which will provide proposed services.
- Provide the requested information below which will demonstrate the Vendor’s and subcontractor(s)’ ability to successfully complete the work described in this RFP and its appendices, attachments, exhibits and referenced supporting documentation. The Vendor’s and any proposed subcontractor(s)’ information shall be shown separately.

**Criteria 3:**

**Vendor's track record implementing similar trainings to the one specified in this RFP.**

**Sub Criteria 2:**

- **References and previous experience**

- Provide a sample of the existing curriculum and demonstrate how the curriculum aligns with the services being requested in this RFP. The Vendor shall include research on how they developed their curriculum. The Vendor shall provide a detailed course curriculum identifying the following, at a minimum:

- Course Name;
- Topic;
- Outcomes of the class that will enable the participant to utilize his/her learning in the workplace;
- Mode of Instruction;
- Minimum Duration of each course (hours); and
- Number of sessions per course.

The curriculum subject matter must be applicable to the types of training required in this RFP. Include sample instructional training materials and/or handouts for each course, including but not limited to: PowerPoints, handouts, manuals, exercises, study/work aides, and/or simulations.

Specifically, in addition to the other information described above the Vendor and its subcontractor(s) must provide:

- Full, legal name;
- Federal Employer Identification Number;
- Proof of legal entity and authorization to do business with the State of Florida;
- Country and state of incorporation;
- Principal place of business;
- Description of the Vendor's organization, including number of years in business, subsidiaries, parent corporations, officers; include organization charts and details concerning the number of facilities by geographic location;
- Brief description of the Vendor's principal type of business and history and what uniquely qualifies the Vendor for the work described in this RFP and the Department's **CF STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX IX and APPENDIX X)**;
- Statement of whether the Vendor has filed for bankruptcy protection in the past five (5) years or is currently in the process of filing or planning to file for bankruptcy protection or financial restructuring or refinancing. If so provide court and case number;
- Identification of any potential or actual conflicts of interest that might arise for the Vendor as a result of contract award to the Vendor and describe in detail the plan to eliminate or mitigate them. Such conflicts include, but are not limited to, those covered by Section 6 of the PUR 1001. Address both personal and organizational conflicts; and
- Reservations the Vendor must make if unable to certify completely all of the items in Section 9 of the PUR 1001 entitled "Representations and Authorization." If no reservations are made in this section of the

**Criteria 3:**

**Vendor's track record implementing similar trainings to the one specified in this RFP.**

**Sub Criteria 2:**

- **References and previous experience**

proposal, the Vendor shall be deemed to attest to the truth of all of listed items and the Department may rely upon them.

The following specifically apply to the prime Vendor and should be addressed as such:

- Names and addresses of all affiliated or related companies, partnerships or associations (including subcontractor, if any) and a brief description of its relationship to the Vendor; and
- Whether or not the Vendor is proposing to use any subcontractors to perform the work described in this RFP and the Department's **CF STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX IX and APPENDIX X)**.

**Guidance:** Be consistent with the use and application of the criteria. Be consistent with the use and application of the evaluation scoring guidance among all responses being evaluated. Record all evaluation comments in the space provided. Avoid using language that is too technical or includes undefined abbreviations and acronyms. Use complete, clear, and legible statements and provide accurate references and detail.

**Criteria 3:**  
**Vendor’s track record implementing similar trainings to the one specified in this RFP.**

**Sub Criteria 2:**

- References and previous experience

*Notes/Rationale:*

*Score (0-30):* \_\_\_\_\_ *Evaluator Initials:* \_\_\_\_\_

Topic	Max Points	Superior (81-100%)	Good (61-80%)	Adequate (41-60%)	Poor (21-40%)	Insufficient (0-20%)
• [Insert Topic]						

Evaluation Criteria 4 – Sub Criteria 1

**Criteria 4:  
Experience and Skills of proposed staff relative to the proposed approach and implementation**

**Sub Criteria 1:**

- Description of staff qualifications

***RFP Programmatic Response Instructions:***

Take into consideration the following when reviewing each response:

- Does the response describe the previous work done by the individuals who will be assigned the work as well as the overall experience of the organization?
- Does the response describe key personnel with work experience, education, and training as it relates to the requirements of this RFP?

***RFP Related Text:***

See **Section 4.2.6, Tab 5: Company Qualifications and Experience:**

The prospective Vendor's proposal shall include the following information to describe and demonstrate its organizational qualifications (and those of any subcontractor with substantial responsibility for this project) to fulfill the requirements associated with completing the contract:

- The Vendor shall describe its organization's approach and philosophy, including mission statement, core values, and vision.
- The Vendor shall: describe its organization and governance structure, depicting clear lines of authority including corporate affiliations; describe how the structure represents a lean, efficient and effective administrative model; describe experience and achievements in developing a governance model that is designed to avoid conflicts of interest.
- The Vendor should state how the Vendor intends to employ the board governance.
- The Vendor must describe its experience in providing similar services as requested in this RFP and the Department's **CF STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX IX and APPENDIX X)**. Experience shown should be work done by the individuals who will be assigned to the work as well as the overall experience of the organization. State whether the Vendor was the prime contractor or a subcontractor and whether they worked in cooperation with a subcontractor. Where applicable, clearly note the Vendor's related experience which included individuals who will be assigned and their role on the past project. Provide a detailed description of any work to be subcontracted with information describing the qualifications and relevant experience of any proposed subcontractors.
- The Vendor must list all identified subcontracts, or the plan and approach to vet, identify and recruit and retain subcontractors, which will provide proposed services.
- Provide the requested information below which will demonstrate the Vendor's and subcontractor(s)' ability to successfully complete the work described in this RFP and its appendices, attachments, exhibits and referenced supporting documentation. The Vendor's and any proposed subcontractor(s)' information shall be shown separately.



**Criteria 4:**

**Experience and Skills of proposed staff relative to the proposed approach and implementation**

**Sub Criteria 1:**

- Description of staff qualifications

- Provide a sample of the existing curriculum and demonstrate how the curriculum aligns with the services being requested in this RFP. The Vendor shall include research on how they developed their curriculum. The Vendor shall provide a detailed course curriculum identifying the following, at a minimum:
  - Course Name;
  - Topic;
  - Outcomes of the class that will enable the participant to utilize his/her learning in the workplace;
  - Mode of Instruction;
  - Minimum Duration of each course (hours); and
  - Number of sessions per course.

The curriculum subject matter must be applicable to the types of training required in this RFP. Include sample instructional training materials and/or handouts for each course, including but not limited to: PowerPoints, handouts, manuals, exercises, study/work aides, and/or simulations.

Specifically, in addition to the other information described above the Vendor and its subcontractor(s) must provide:

- Full, legal name;
- Federal Employer Identification Number;
- Proof of legal entity and authorization to do business with the State of Florida;
- Country and state of incorporation;
- Principal place of business;
- Description of the Vendor's organization, including number of years in business, subsidiaries, parent corporations, officers; include organization charts and details concerning the number of facilities by geographic location;
- Brief description of the Vendor's principal type of business and history and what uniquely qualifies the Vendor for the work described in this RFP and the Department's **CF STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX IX and APPENDIX X)**;
- Statement of whether the Vendor has filed for bankruptcy protection in the past five (5) years or is currently in the process of filing or planning to file for bankruptcy protection or financial restructuring or refinancing. If so provide court and case number;
- Identification of any potential or actual conflicts of interest that might arise for the Vendor as a result of contract award to the Vendor and describe in detail the plan to eliminate or mitigate them. Such conflicts include, but are not limited to, those covered by Section 6 of the PUR 1001. Address both personal and organizational conflicts; and
- Reservations the Vendor must make if unable to certify completely all of the items in Section 9 of the PUR 1001 entitled "Representations and Authorization." If no reservations are made in this section of the

**Criteria 4:**

**Experience and Skills of proposed staff relative to the proposed approach and implementation**

**Sub Criteria 1:**

- Description of staff qualifications

proposal, the Vendor shall be deemed to attest to the truth of all of listed items and the Department may rely upon them.

The following specifically apply to the prime Vendor and should be addressed as such:

- Names and addresses of all affiliated or related companies, partnerships or associations (including subcontractor, if any) and a brief description of its relationship to the Vendor; and

Whether or not the Vendor is proposing to use any subcontractors to perform the work described in this RFP and the Department's **CF STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX IX and APPENDIX X)**.

See **Section 4.2.7, TAB 6: Core Team Qualifications**

The Vendor shall describe the qualifications and credentials of their leadership team with an explanation of why the leadership team is qualified to lead their organization in meeting the needs of this RFP. In addition, the Vendor must include résumés for key leadership personnel describing their work experience, education, and training as it relates to the requirements of this RFP and the Department's **CF STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX IX and APPENDIX X)**.

The proposal shall include the Vendor's operational approach to the recruitment, training, supervision and retention of qualified personnel as described in the Department's **CF STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX IX and APPENDIX X)**.

The Vendor shall demonstrate the approach to recruitment of staff able to meet any unique cultural needs described in the Department's **CF STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX IX and APPENDIX X)**. The solution should address all applicable personnel grievance and conflict resolution practices. The Vendor should explain how the organization, subcontractors, and staffing levels will best meet the performance standards required to perform properly. It is also important to describe the credentials for human resources, quality assurance, financial, information technology, and other key professional level employees.

**Guidance:**

Be consistent with the use and application of the criteria. Be consistent with the use and application of the evaluation scoring guidance among all responses being evaluated. Record all evaluation comments in the space provided. Avoid using language that is too technical or includes undefined abbreviations and acronyms. Use complete, clear, and legible statements and provide accurate references and detail.

**Criteria 4:  
Experience and Skills of proposed staff relative to the proposed approach and implementation**

**Sub Criteria 1:**

- Description of staff qualifications

*Notes/Rationale:*

*Score (0-50):* \_\_\_\_\_

*Evaluator Initials:* \_\_\_\_\_

Topic	Max Points	Superior (81-100%)	Good (61-80%)	Adequate (41-60%)	Poor (21-40%)	Insufficient (0-20%)
• [Insert Topic]						

**\*\*STOP if you are a programmatic evaluator. This completes the evaluation criteria that you must score. Do not evaluate the financial criteria.**

## Evaluation Criteria 5

### Criteria 5:

#### The Vendor's financial management approach, proposed budget and related financial information

##### ***RFP Programmatic Response Instructions:***

Take into consideration the following when reviewing each response:

- Does the response include a statement of whether the Vendor has filed, is in the process of filing, and/or will file for bankruptcy protection?
- Does the response provide information to confirm that the Vendor has the financial capabilities to undertake this RFP?
- Does the Vendor demonstrate the financial stability required to fulfill the terms and conditions of this RFP?
- Does the response provide evidence and explain that the Vendor has adequate financial resources for performance of the proposed project?
- Does the Vendor possess adequate cash or operating capital to meet the operational expenses pending receipt of first, and subsequent contract payments? Does the Vendor require an advance?
- Does the response include all the Vendor's corrective action plans related to previous audits and provide evidence of satisfactory completion of all corrective action plans?
- Does the response include two (2) years of financial information?
- Does the response describe proposal(s) for ongoing approaches to reduce administrative cost without affecting the quality of services?
- Does the response include a proposed cost allocation plan including a line item budget and narrative that meet the requirements of this RFP?

##### ***RFP Related Text:***

See **Section 4.2.6.15:**

Statement of whether the Vendor has filed for bankruptcy protection in the past five (5) years or is currently in the process of filing or planning to file for bankruptcy protection or financial restructuring or refinancing. If so provide court and case number.

See **Section 4.3.2, Tab 1: Financial Information:**

##### **Financial Management**

The Vendor must describe its current financial management and accounting systems and capability by submitting copies of their independent financial and compliance audit report and/or certified financial statements for the two (2) most recent fiscal years. These documents must be contained in a 3-ring binder, separate from the rest of the reply. The copies shall include all applicable financial statements, auditor's reports, management letters, and any corresponding re-issued audit components. If the Vendor does not have audit reports for the two most recent years, reviewed or compiled financial statements with the applicable Certified Public Accountant's report shall be submitted. A newly created entity shall submit the requested financial reports from each of the founding collaborative partners. The purpose of these criteria is to provide the Department with a basis for evaluating the Vendor's financial capabilities for undertaking this project. Examples include:

- How well does the Vendor demonstrate the financial stability required to fulfill the terms and conditions of the contract?

**Criteria 5:**

**The Vendor's financial management approach, proposed budget and related financial information**

- Does the Vendor have adequate financial resources for performance of the proposed project, or have the ability to obtain necessary financial resources before beginning performance?
- What is the Vendor's ratio of current assets to liabilities?
- Does the Vendor possess adequate cash or operating capital to meet projected monthly operating expenses pending receipt of first, and subsequent contract payments?
- What is the Vendor's net worth?
- Has the Vendor satisfactorily completed all corrective actions related to finding in previous audits or areas brought to management's attention in management letters?
- Can the Vendor conduct business with the Department without relying on advances, especially if the project is not a new one?
- Has the Vendor had any previous financial difficulties in performing contracts for the State?
- Does the reply provide two (2) years of financial information including any of the applicable statements: (1) Statements of Financial Position; (2) Statements of Activities; (3) Dun and Bradstreet Comprehensive Report; (4) Statements of Cash Flow; (5) Statements of Changes in Financial Position; (6) Auditors' Reports; (7) Notes to Financial Statements; (8) Summaries of Significant Accounting Policies; (9) Federal Income Tax Return; and/or (10) Any other relevant statistical information.

**Proposed Service Efficiencies and Re-investment**

The Vendor shall provide information on how they plan to develop efficiencies in the services being provided. From this plan, the Vendor shall show how the cost reduction or added services that are realized from these efficiencies will be re-invested into the required services.

**Ongoing Approach to Reduce Administrative Costs and Expand Services**

The Vendor shall provide its ongoing approach to reduce administrative cost, without affecting the quality of the services.

**See Section 4.3.3, Tab 2: Budget:**

The Vendor shall provide a proposed cost allocation plan including a line item budget and narrative (See APPENDIX VII – PROJECT BUDGET SUMMARY, and APPENDIX VIII –PROPOSED COST ALLOCATION PLAN.)

Detailed instructions are contained in APPENDIX VI - Budget Summary and Detail Instructions.

The budget totals should be based on available funding projections, if any, and if different, the Vendor should explain the differences.

**Guidance:**

Be consistent with the use and application of the criteria. Be consistent with the use and application of the evaluation scoring guidance among all responses being evaluated. Record all evaluation comments in the space

**Criteria 5:**  
**The Vendor's financial management approach, proposed budget and related financial information**

provided. Avoid using language that is too technical or includes undefined abbreviations and acronyms. Use complete, clear, and legible statements and provide accurate references and detail.

*Notes/Rationale:*

*Score (0-200):* \_\_\_\_\_

*Evaluator Initials:* \_\_\_\_\_

Topic	Max Points	Superior (81-100%)	Good (61-80%)	Adequate (41-60%)	Poor (21-40%)	Insufficient (0-20%)
• [Insert Topic]						