

August 23, 2018

Subject: DJJ Solicitation Number RFP 10620

Request for Proposals (RFP): This RFP is issued by the State of Florida, Department of Juvenile Justice (the Department), to solicit proposals from community, faith-based, not-for-profit organizations, LLC, and/or divisions of local government by County to addresses the issues facing youth at risk of delinquency between the ages of five and seventeen (17). The Department seeks the implementation and delivery of innovative services to address juvenile delinquency prevention efforts throughout the State of Florida through strategic educational awareness announcement training services on youth safety and preventing crimes against children.

Respondents to this solicitation are urged to indicate the extent of the strategic educational awareness announcement training services. The primary goal of the resulting Contract is to implement innovative programs to address juvenile delinquency prevention efforts throughout the State of Florida that include, but are not limited to, partnering with law enforcement agencies, school resource officers, public media stations and other community-based organizations. The Respondent shall provide innovative educational initiatives and raise awareness on teen safety and prevent crimes against teens (sexual exploitation, abduction, human trafficking) through public service announcements and educational initiatives.

The RFP package consists of this transmittal letter with the following attachments and exhibits (some of which are not included but are available electronically as noted):

PUR 1000[1]	General Contract Conditions - Incorporated by Reference ¹
PUR 1001[1]	General Instructions to Respondents - Incorporated by Reference ¹
Attachment A	General Instructions to Respondents - Special Conditions
Attachment B	General Instructions for the Preparation and Submission of Proposals
Attachment C	Certification of Experience (Mandatory)
Attachment D	Evaluation Criteria
Attachment E	Client Contact List (Mandatory)
Attachment F	Florida Certified Minority Business Enterprise (CMBE) Subcontracting Utilization Plan ²
Attachment G	Sample Contract ²
Attachment H	Budget August 2018 ² (Mandatory)
Attachment I	Tie Breaking Certifications ³
Attachment J	Price Sheet (Mandatory)
Attachment K	Drug-Free Workplace Certification ²
Attachment L	Reserved
Attachment M	Notice of Intent to Attend Solicitation Conference Form ³
Attachment N	Notice of Intent to Submit a Proposal/Bid ³
Attachment O	Cross Reference Table (Mandatory)
Attachment P	Evaluation Questions/Considerations
Attachment I	Services to be Sought
Exhibit 1	Invoice ²
Exhibit 2	Start Up Implementation Plan
Exhibit 3	Staff Hire Report ⁴
Exhibit 4	Staff Vacancy Report ⁴

¹Available at:

http://dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasing_forms

²Available at: <http://www.djj.state.fl.us/providers/contracts/index.html>

³ Document uploaded as a separate document for the RFP and posted on the Vendor Bid System.

⁴ <http://www.djj.state.fl.us/partners/contract-management>.

Respondents shall comply fully with the instructions on how to respond to the RFP. Respondents shall label proposals as "**DJJ SOLICITATION NUMBER 10620**" using the label form included in this RFP on the envelope(s) containing the proposal. The purpose of labeling the envelope is to put the Department's mailroom on notice that the package is a proposal in response to a DJJ solicitation and should not be opened except by the Department's Procurement & Contract Administration Bureau at the specified date and time.

Eligible Respondents include units of local government, and non-profit and for-profit organizations. Funding for this program is provided through State of Florida Funds. For-profit organizations should be aware there are special conditions associated with Federal funding awards, including the requirement that commercial organizations agree not to make a profit as a result of an award; not to charge a management fee for the performance of a contract; and to comply with the contract cost principles of subpart 31.2 of the Federal Acquisition Regulations. **State Advisory Group (SAG) members and their employers (or any entity with a SAG member on their Board of Directors) are precluded from submitting a proposal to this RFP.**

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the seventy-two (72) hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or manager of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the procurement documents. Violation of this provision may be grounds for rejecting a proposal. All communications from Respondents shall be in writing (by e-mail, facsimile or mail), and cite the subject solicitation number and be directed to the attention of the Procurement Manager below.

Any person with a qualified disability shall not be denied equal access and effective communication regarding any proposal/proposal documents or the attendance at any related meeting or proposal opening. If accommodations are needed because of a disability, please contact the Bureau of Procurement and Contract Administration at least five business days prior to the meeting.

In addition to other criteria set forth in this solicitation document, any Respondent, and any and all subsidiaries of the Respondent, that have had a contract terminated by the Department for cause is subject to the follow provisions below: The twelve (12) month period shall begin with the effective date of termination for cause, as delineated in the termination letter from the Department.

- a) If terminated for cause in the last twelve (12) month period preceding the Date Written Proposals Are Due and Opened for this solicitation, the Respondent shall be ruled disqualified and therefore ineligible to submit a bid, proposal or response to the solicitation.
- b) If terminated for cause in the last twelve (12) month period preceding the Anticipated Date of Contract Award resulting from this solicitation, the Respondent shall be ruled disqualified and therefore ineligible to receive a contract award.
- c) The above applies regardless of the business structure (for profit/not for profit) or the dates the corporations were created.

The "One Florida Initiative" was developed in an effort to increase diversity and opportunities in state contracting without using discriminatory policies. If a Respondent(s) is awarded a contract resulting from this solicitation, answers to the following questions are due to the Department prior to contract execution:

- 1) Does your organization have a Small Business Administration 8(a) certification? Yes (Y) / No (N)
If Y, then proceed no further with these questions.
- 2) Is your organization a non-profit? Y/N
If Y, then proceed no further with these questions.
- 3) Does your organization have more than 200 permanent full-time employees (including the permanent full-time staff of any affiliates)? Y/N
If Y, then proceed no further with these questions.
- 4) Does your organization have a net worth of \$5 million or more (including the value of any affiliates)? Y/N

Sincerely,

Dominque Wimberly, Procurement Manager
Bureau of Procurement and Contract Administration
Florida Department of Juvenile Justice
The Knight Building, Suite 1100
2737 Centerview Drive
Tallahassee, Florida 32399-3100
Telephone: (850) 717-2606
Fax: (850) 414-1625
E-Mail Address: Dominque.Wimberly@djj.state.fl.us

**ATTACHMENT A
GENERAL INSTRUCTIONS TO RESPONDENTS – SPECIAL CONDITIONS**

CONTENTS

1. **Definitions**
2. **General Instructions**
3. **Submission of Proposals**
4. **Terms and Conditions**
5. **Questions**
6. **Conflict of Interest**
7. **Convicted Vendors**
8. **Discriminatory Vendors**
9. **Scrutinized Companies List**
10. **Respondent's Representation and Authorization**
11. **Performance Qualifications**
12. **Public Opening**
13. **Methodology for Agency Decision**
14. **Electronic Posting of Notice of Agency Decision**
15. **Firm Response**
16. **Clarifications/Revisions**
17. **Minor Irregularities/Right to Reject**
18. **Contract Formation**
19. **Contract Overlap**
20. **Public Records**
21. **Confidential, Proprietary, or Trade Secret Material**
22. **Protests**
23. **Captions and Numbering**
24. **Contact During Solicitation**
25. **Special Conditions**
26. **Cooperation with Inspector General**

1. DEFINITIONS

The definitions found in Rule 60A-1.001, Florida Administrative Code (F.A.C.) shall apply to this agreement. The following additional terms are also defined:

- (a) "Department" means the Department of Juvenile Justice that has released the solicitation.
- (b) "Procurement Manager" means the Department's contracting personnel, as identified in the procurement.
- (c) "Prospective Provider" or "Provider" means the business organization or entity providing the services and commodities specified in the response to this Request for Proposals ("RFP").
- (d) "Respondent" means the entity that submits materials to the Department in accordance with these Instructions.
- (e) "Proposal" means the material submitted by the Respondent in answering the solicitation.

2. GENERAL INSTRUCTIONS

Potential Respondents to the solicitation are encouraged to carefully review all the materials contained herein and prepare proposals accordingly.

3. SUBMISSION OF PROPOSALS

Proposals are required to be submitted according to the instructions in Attachment B of the solicitation.

4. TERMS AND CONDITIONS

All proposals are subject to the terms of the following sections of this solicitation, which, in case of conflict, shall have the order of precedence listed:

- (a) Technical Specifications
- (b) Special Conditions
- (c) Instructions to Respondents (Attachment A)

- (d) Instructions to Respondents (PUR 1001[1])
- (e) General Conditions (PUR 1000[1])
- (f) Introductory Materials

The Department objects to and shall not consider any additional terms or conditions submitted by a Respondent, including any appearing in documents attached as part of a Respondent's proposal. In submitting its proposal, a Respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a proposal, shall be grounds for rejecting a proposal.

5. QUESTIONS

Respondents shall address all questions to the Procurement Manager. Questions must be submitted according to the instructions in Attachment B of the solicitation.

6. CONFLICT OF INTEREST

This solicitation is subject to chapter 112, Florida Statutes (F.S.). Respondents shall disclose within their proposal the name of any manager, director, employee or other agent who is also an employee of the State. Respondents shall also disclose the name of any state employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent or its affiliates.

7. CONVICTED VENDORS

A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any of the following for a period of 36 months from the date of being placed on the convicted vendor list:

- (a) submitting a bid on a contract to provide any goods or services to a public entity;
- (b) submitting a bid on a contract with a public entity for the construction or repair of a public building or public work;
- (c) submitting bids on leases of real property to public entity;
- (d) being awarded or performing work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and
- (e) transacting business with any public entity in excess of the Category Two threshold amount (\$35,000) provided in section 287.017, F.S.

8. DISCRIMINATORY VENDORS

An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134, F.S., may not:

- (a) submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity;
- (b) submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work;
- (c) submit bids, proposals, or replies on leases or real property to a public entity;
- (d) be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; and
- (e) transact business with any public entity.

9. SCRUTINIZED COMPANIES LIST

In submitting a bid or proposal, the Respondent certifies that it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, or is engaged in a boycott of Israel; or on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473; or engaged in business operations in Cuba or Syria. The Department may, at its option, terminate the Contract if the Provider is found to have submitted a false certification as provided under section 287.135(5), F.S., or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria, or to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

10. RESPONDENT'S REPRESENTATION AND AUTHORIZATION

In submitting a proposal, each Respondent understands, represents, and acknowledges the following (if the Respondent cannot so certify to any of following, the Respondent shall submit with its proposal a written explanation of why it cannot do so):

- (a) The Respondent is not currently under suspension or debarment by the State or any other governmental authority.
- (b) To the best of the knowledge of the person signing the proposal, the Respondent, its affiliates, subsidiaries, directors, managers, and employees have not in the last ten years been convicted or found liable for any act prohibited by law in any public contract.
- (c) The Respondent currently has no delinquent obligations to the State, including a claim by the State for liquidated damages under this and/or any other contract.
- (d) The submission is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- (e) The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other Respondent or potential Respondent; neither the prices nor amounts, actual or approximated, have been disclosed to any Respondent or potential Respondent, and they will not be disclosed before the solicitation opening.
- (f) The Respondent has fully informed the Department in writing of all convictions of the firm, its affiliates (as defined in paragraph 287.133(1)(a), F.S.), and all directors, managers and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract. This includes disclosure of the names of current employees who were convicted of public entity crimes while in the employ of another company.
- (g) Neither the Respondent nor any person associated with it in the capacity of owner, partner, director, manager, principal, investigator, project director, manager, auditor, or position involving the administration of federal funds:
 - 1) Has within the preceding three years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged with: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal or state or local government transaction or public contract; violation of antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
 - 2) Has within a three-year period preceding this certification had one or more federal, state, or local government contracts terminated for cause or default.
- (h) The product offered by the Respondent will conform to the specifications without exception.
- (i) The Respondent has read and understands the Contract terms and conditions (Attachment G), and the submission is made in conformance with those terms and conditions.
- (j) If an award is made to the Respondent, the Respondent agrees to be legally bound to the Contract that is formed with the State.
- (k) The Respondent has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the proposal, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in the proposal.
- (l) The Respondent shall indemnify, defend and hold harmless the Department and its employees against any cost, damage, or expense, which may be incurred or be caused by any error in the Respondent's preparation of its bid.
- (m) All information provided by and representations made by the Respondents are material and important and will be relied upon by the Department in awarding the Contract. Any misstatement shall be treated as fraudulent concealment from the Department of the true facts relating to submission of the bid. A misrepresentation shall be punishable under law, including, but not limited to, chapter 817, F.S.

11. **PERFORMANCE QUALIFICATIONS**

The Department reserves the right to investigate or inspect at any time whether the services, qualifications, or facilities offered by a Respondent meet the anticipated Contract requirements.

The Respondent shall at all times during the resulting Contract term remain responsive and responsible. The Respondent must be prepared, if requested by the Department, to present evidence of experience, ability, and financial standing, as well as a statement as to plant, machinery, and capacity of the Respondent for the delivery of services. If the Department determines that the conditions of the solicitation documents are not complied with, or that the services proposed to be furnished do not meet the specified requirements, or that the qualifications, financial standing, or facilities are not satisfactory, or that performance is untimely, the Department may reject the proposal. The Respondent may be disqualified from receiving awards if the Respondent, or anyone in the Respondent's employment, has previously failed to perform satisfactorily in connection with public bidding or contracts. This paragraph shall not mean or imply that it is obligatory upon the Department to make an investigation either before or after award of the resulting Contract, but should the Department elect to do so, the Respondent is not relieved from fulfilling all resulting Contract requirements.

12. PUBLIC OPENING

Proposals shall be opened on or about the date and at the location indicated in Attachment B. Respondents may, but are not required to, attend. The Department may choose not to announce prices or release other materials pursuant to subsection 119.07(6), F.S. Any person requiring a special accommodation because of a disability should contact the Procurement Manager at least five workdays prior to the solicitation opening. If you are hearing or speech impaired, please contact the Department by using the Florida Relay Service at (800) 955-8771 (TDD).

13. METHODOLOGY FOR AGENCY DECISION

As per 287.057(1)(b)4., F.S., "the Contract shall be awarded by written notice to the responsible and responsive vendor whose proposal is determined in writing to be the most advantageous to the state, taking into consideration the price and other criteria set forth in the request for proposals."

The Department will use the following information to determine Contract award:

- (a) Technical Proposal Cumulative Score
- (b) Reference checks are submitted, completed and correct per the instructions listed in the RFP – Yes/No (Attachment E)
- (c) Relevant Experience and/or In Good Standing with Current/Recent DJJ Contract attachment is completed and verified – Yes/No (Attachment C)
- (d) Proposed Cost/Price (Attachment J)

14. ELECTRONIC POSTING OF NOTICE OF AGENCY DECISION

On or about the date indicated in Attachment B, the Department shall electronically post a notice of intended award at http://myflorida.com/apps/vbs/vbs_main_menu. If the notice of award is delayed, in lieu of posting the notice of intended award the Department shall post a notice of the delay and a revised date for posting the notice of intended award. Any person who is adversely affected by the decision shall file with the Department a notice of protest within seventy-two (72) hours after the electronic posting. The Department shall not provide tabulations or notices of award by telephone.

15. FIRM RESPONSE

The Department may make an award within 120 days after the date of the opening, during which period proposals shall remain firm and shall not be withdrawn. If an award is not made within 120 days, the proposal shall remain firm until either the Department awards the Contract or the Department receives written notice from the Respondent that the proposal is withdrawn.

16. CLARIFICATIONS / REVISIONS

Before award, the Department reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of submissions from all Respondents deemed eligible for Contract award. Failure to provide the requested information may result in rejection of the proposal.

17. MINOR IRREGULARITIES / RIGHT TO REJECT

The Department reserves the right to accept or reject any and all bids, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if the Department determines that doing so will serve the State's best interests. The Department may reject any proposal not submitted in the manner specified by the solicitation documents.

18. CONTRACT FORMATION

The Department shall issue a notice of award, if any, to the successful Respondent(s) by posting on the Vendor Bid System; however, no Contract shall be formed between the Respondent and the Department until the Department signs the Contract. The Department shall not be liable for any costs incurred by a Respondent in preparing or producing its proposal or for any work performed before the Contract is effective.

19. CONTRACT OVERLAP

Respondents shall identify any services covered by this solicitation that they are currently authorized to furnish under any state term contract. By entering into the Contract, a Provider authorizes the Department to eliminate duplication between agreements in the manner the Department deems to be in its best interest.

20. PUBLIC RECORDS

Article 1, Section 24, Florida Constitution, guarantees every person access to public records. Florida law generously defines what constitutes a public record in section 119.07, F.S. As such, all proposals to a competitive solicitation are public records unless exempt by law.

21. CONFIDENTIAL, PROPRIETARY, OR TRADE SECRET MATERIAL

The Department takes its public records responsibilities, as provided under chapter 119, F.S. and Article I, Section 24 of the Florida Constitution, very seriously. If the Respondent considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, trade secret or otherwise not subject to disclosure pursuant to chapter 119, F.S., the Florida Constitution or other authority, the Respondent must also simultaneously provide the Department with a separate redacted copy of its proposal and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's solicitation name, number, and the name of the Respondent on the cover, and shall be clearly titled "Redacted Copy." The redacted copy shall be provided to the Department at the same time the Respondent submits its proposal to the solicitation and must only exclude or redact those exact portions which are claimed confidential, proprietary, or trade secret.

The Respondent shall be responsible for defending its determination that the redacted portions of its proposal are confidential, trade secret or otherwise not subject to disclosure. Further, the Respondent shall protect, defend, and indemnify the Department for any and all claims arising from or relating to Respondent's determination that the redacted portions of its proposal are confidential, proprietary, trade secret or otherwise not subject to disclosure.

If the Respondent fails to submit a Redacted Copy with its proposal, the Department is authorized to produce the entire documents, data or records submitted by the Respondent in answer to a public records request for these records.

22. PROTESTS

Any protest concerning this solicitation shall be made in accordance with subsections 120.57(3) and 287.042(2), F. S. and Rule 28-110, F.A.C. Questions to the Procurement Manager shall not constitute formal notice of a protest. It is the Department's intent to ensure that specifications are written to obtain the best value for the State and those specifications are written to ensure competitiveness, fairness, necessity and reasonableness in the solicitation process.

(a) Paragraph 120.57(3)(b), F.S., and Rule 28-110.003, F.A.C., require that a notice of protest of the solicitation documents shall be made within seventy-two (72) hours after the posting of the solicitation.

(b) Paragraph 120.57(3)(a), F.S., requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, F.S."

(c) Rule 28-110.005, F.A.C. requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in Section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, F.S."

23. CAPTIONS AND NUMBERING

The captions, section numbers, article numbers, title and headings appearing in this solicitation are inserted only as a matter of convenience and in no way, define, limit, construe or describe the

scope or intent of such articles or sections of this solicitation, nor in any way affect this solicitation and shall not be construed to create a conflict with the provisions of this solicitation.

24. CONTACT DURING SOLICITATION

Pursuant to subsection 287.057(23), F.S: "Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the seventy-two (72) hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response."

25. SPECIAL CONDITIONS

Pursuant to Rule 60A-1.002(7), F.A.C., an agency may attach additional contractual and technical terms and conditions. These "special conditions" shall take precedence over Form PUR 1000 and PUR 1001 unless the conflicting term is statutorily required, in which case the term contained in the form shall take precedence.

26. COOPERATION WITH INSPECTOR GENERAL

It is the duty of every state officer, employee, agency, special district, board, commission, contractor, and subcontractor to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to this section. By submitting a proposal to this solicitation, the Respondent acknowledges its understanding and willingness to comply with this requirement.

ATTACHMENT B
GENERAL INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF PROPOSALS

- I. SOLICITATION NUMBER** RFP #10620
- II. SOLICITATION TYPE** This RFP is issued by the State of Florida, Department of Juvenile Justice (the Department) to solicit proposals from community, faith-based, not-for-profit organizations, LLC, and/or divisions of local government by County to addresses the issues facing youth at risk of delinquency between the ages of five and seventeen (17). The Department seeks the implementation and delivery of innovative services to address juvenile delinquency prevention efforts throughout the State of Florida through strategic educational awareness announcement training services on youth safety and preventing crimes against children.
- III. PROCUREMENT OFFICE** Dominique Wimberly, Procurement Manager
 Bureau of Procurement and Contract Administration
 Florida Department of Juvenile Justice
 The Knight Building, Suite 1100
 2737 Centerview Drive
 Tallahassee, Florida 32399-3100
 Telephone: (850) 717-2606
 Fax: (850) 414-1625
 E-Mail Address: Dominque.Wimberly@djj.state.fl.us

IV. GENERAL INFORMATION

A. Calendar of Events

Listed below are the important actions and dates/times by which the actions must be taken or completed. All references to “days” in this document refer to calendar days unless otherwise specified. If the Department finds it necessary to change any of these dates and/or times, the change will be accomplished via an informational notice or addendum, and will be posted on the “MyFlorida” website http://www.myflorida.com/apps/vbs/vbs_www.main_menu. All listed times are local time in Tallahassee, Florida (Eastern Daylight/Standard Time).

DATE	TIME	ACTION	WHERE
Thursday, August 23, 2018	C.O.B.	Release of solicitation	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_www.main_menu
Thursday, August 30, 2018	C.O.B.	Deadline for Submission of Intent to Attend Solicitation Conference Form (Attachment M)	Send to Dominque.Wimberly@djj.state.fl.us
Thursday, August 30, 2018	C.O. B	Solicitation Conference Question Deadline – Last date and time written questions will be accepted for discussion at Solicitation Conference	Send to Dominque.Wimberly@djj.state.fl.us
Thursday,	10:00	Solicitation	Bureau of Procurement and Contract Administration

September 13, 2018	AM EDT	Conference/Conference Call (This is a Public Meeting to be held only upon public interest)	Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter code 9491404769# when directed. The Agenda can be found on MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation #.
Monday, September 17, 2018	C.O.B.	Final date and time deadline written questions will be accepted Deadline for Submission of Intent to Submit a Proposal / Bid (Attachment N)	Send to Dominque.Wimberly@djj.state.fl.us
Thursday, September 27, 2018	C.O.B.	Anticipated date that answers to written questions will be posted on the web site	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu
Thursday, October 4, 2018	1:00 PM EDT	Technical Assistance Conference Call	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter code 9491404769#
Thursday, October 11, 2018	2:00 PM EDT	Proposals due and opened	Attention: Dominique Wimberly Department of Juvenile Justice Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1100 Tallahassee, FL 32399-3100
Tuesday, October 16, 2018	10:00 AM EDT	Evaluation Team Briefing Conference Call (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter code 9491404769# A recording of the Conference Call will be available at: http://www.djj.state.fl.us/partners/contracting/conference-calls within forty-eight (48) hours of the Briefing being concluded excluding weekends and holidays.

Thursday, November 1, 2018	10:00 AM EDT	Evaluation Team Debriefing Conference Call (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter code 9491404769# A recording of the Conference Call will be available at: http://www.djj.state.fl.us/partners/contracting/conference-calls within forty-eight (48) hours of the Debriefing being concluded excluding weekends and holidays.
Thursday, November 15, 2018	C.O.B.	Anticipated date of posting of Notice of Agency Decision	MyFlorida.com web site http://www.myflorida.com/apps/vbs/vbs_main_menu
Tuesday, January 1, 2019		Anticipated Contract start date	

- B. Time, Date and Place Proposals are Due
Proposals must be received **NO LATER** than the date and time specified in the Calendar of Events (Attachment B, Section IV., A.), and submitted to the Department of Juvenile Justice (Department or DJJ) at the address identified in Section III.
Caution: A proposal received at the designated office after the exact time specified will not be considered, as specified by Attachment A.
- C. There is no site visit requirement for this solicitation.
- D. The Department reserves the right to modify non-material terms of the RFP prior to execution of the Contract resulting from this RFP, when such modification is determined to be in the best interest of the State of Florida.
- E. Solicitation Conference
The Department may conduct a solicitation conference on the date and at the time specified in the Calendar of Events. The purpose of the conference is to discuss the contents of the solicitation and Respondents' questions and clarify areas of misunderstanding or ambiguity.
If no interest in the solicitation conference is indicated by Respondents, the Department has the option of cancelling the conference by placing a notice of cancellation of the conference on the MyFlorida.com website at http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation number. If the conference is cancelled, questions and answers will be posted in the form of an addendum on or before the date specified in the Calendar of Events. Respondents interested in the Solicitation Conference shall take note of the following:
1. Notice of "Intent to Attend Solicitation Conference": Respondents interested in participating in the solicitation conference are encouraged to submit a notice of "Intent to Attend Solicitation Conference" (Attachment M to this RFP) by the date and time specified in the Calendar of Events to the Procurement Manager by fax or e-mail. This is not a mandatory requirement.
 2. Questions for Solicitation Conference: Questions for verbal discussion at the solicitation conference shall be submitted in writing and sent to the Procurement Manager at: Dominque.Wimberly@djj.state.fl.us, or by mail or facsimile, and shall be received by the date specified for Solicitation Conference Questions in the Calendar of Events (Attachment B, Section IV., A.). The intent of this deadline is to provide the Department sufficient time to prepare answers for discussion at the conference.
 3. Agenda: An Agenda with questions submitted to date by Respondents will be posted on the MyFlorida.com website at http://www.myflorida.com/apps/vbs/vbs_main_menu under the solicitation

number no less than twenty-four (24) hours (one business day) prior to the meeting time.

4. Conference Call: At the scheduled time of the conference call, Respondents shall contact the Bureau of Procurement and Contract Administration at the number listed in the Calendar of Events.
 5. Final Questions/Inquiries: Final questions after the solicitation conference, or any other inquiries regarding the solicitation, shall be submitted in writing and sent to the Procurement Manager at Dominque.Wimberly@djj.state.fl.us, or by mail or facsimile, and shall be received by the date specified for Final Deadline for Questions in the Calendar of Events (Attachment B, Section IV., A.). The Department will not accept questions on this solicitation after close of business on the date specified in the Calendar of Events. The Respondent is responsible for ensuring that the Procurement Manager receives the inquiry.
 6. Non-Binding Communication: The Department will accept verbal questions during the Solicitation Conference and will make a reasonable effort to provide answers at that time. Impromptu questions will be permitted and spontaneous answers provided; however, the Department will issue written answers ONLY to questions subsequently submitted in writing as indicated in Attachment B, VII. Any information communicated through oral communication shall not be binding on the Department and shall not be relied upon by any Respondent. Questions shall be submitted in writing in accordance with the deadline for questions in the Calendar of Events.
 7. Department's Official Answer to Questions: The Department's official response to all written questions will be posted at http://www.myflorida.com/apps/vbs/vbs_main_menu as an addendum to this solicitation on or about the date specified in the Calendar of Events.
- F. Technical Assistance (TA) Conference Call
The Department will conduct a Technical Assistance conference call at the date and time specified in the Calendar of Events. The purpose of the call is for the Department's Procurement Manager for this RFP to review all of the mandatory criteria and submission requirements with Respondent's before the proposals are due. This call will provide a "verbal checklist" for Respondent's. The Department will accept verbal questions during the TA Conference Call and will make a reasonable effort to provide answers at that time; however, questions will only be taken and answered related to the General Instructions for Preparation of the Proposal (see Attachment B, Section XX.) No questions will be answered related to the programmatic requirements of the RFP. Any information communicated through oral communication shall not be binding on the Department.
- G. Evaluator Briefing Session
The Department will hold an Evaluator Briefing Session at the date and time specified in the Calendar of Events. The purpose of the Evaluator Briefing Session is to ensure that evaluators fully understand the solicitation requirements and the evaluation and scoring process. This meeting is open for public attendance. A recording of the call will be available on the Department's website (<http://www.djj.state.fl.us/Providers/contracts/conference-calls/index.html>) within forty-eight (48) hours of the date listed on the Calendar of Events excluding weekends and holidays.
- H. Evaluator Debriefing Session
The Department will hold an Evaluator Debriefing Session at the date and time specified in the Calendar of Events. The purpose of the Debriefing Session is to allow evaluators an opportunity to identify the page number(s) in the proposals where information relied on for assessing a score was found, record the scores assessed for the proposals and discuss the merits of the proposals, including strengths and weaknesses. A recording of the call will be available on the Department's website (<http://www.djj.state.fl.us/Providers/contracts/conference-calls/index.html>) within forty-eight (48) hours of the date listed on the Calendar of Events excluding weekends and holidays.

- I. On or about the date specified in the Calendar of Events (Attachment B, Section IV., A.), the Department's Notice of Agency Decision will be posted on the "MyFlorida" website http://www.myflorida.com/apps/vbs/vbs_main_menu. Click on "Search Advertisements," and use the drop-down list under Advertisement Type and select Agency Decision, then, under Agency, select the Department of Juvenile Justice. Click "Initiate Search," select the RFP and double click on the RFP number. Call the Department's Procurement Manager at the telephone number listed in Attachment B, Section III., with any questions regarding accessing the website.
- J. At every meeting subject to the Sunshine Law which relates to this procurement, the public shall be given reasonable opportunity to be heard.

V. MANDATORY REQUIREMENTS

The following requirements must be met by the Respondent to be considered responsive to this RFP. Although there are other criteria set forth in this RFP, these are the only requirements deemed by the Department to be mandatory. Failure to meet these requirements may result in a proposal not being evaluated and rejected as non-responsive.

- A. It is **MANDATORY** that the Respondent submits its proposal within the time frame specified in the Calendar of Events (**Attachment B, Section IV., A.**)
- B. It is **MANDATORY** that any Respondent that has not previously provided same or similar services for the Department within the previous two years, sign and submit under Volume 1, Tab 2, submit the **Attachment C, Certification of Experience**. The Respondent must demonstrate two years of experience within the last five years of providing strategic educational awareness training services.
- C. It is **MANDATORY** that the Respondent submit **Attachment E (Client Contact List)** with a minimum of three contacts. This list is a part of the technical proposal and is required in order for the proposal to be considered complete.
 - 1. The Attachment E must be completed and submitted with **at least three** previous or current clients for whom the Respondent has provided strategic educational awareness training services. Clients are expected to be businesses or other organizations and cannot be parents/guardians, students, or minors.
 - 2. The Department reserves the right to contact any and all references in the course of this solicitation and make a fitness determination, not subject to review or challenge.
 - 3. The Department shall not be listed as a reference. If the Respondent has only provided these same or similar services to the Department, the Respondent is to include an attestation statement from the individual with authority to bind the Respondent in place of the Attachment E.
 - 4. Hardcopies submitted within the technical proposal or copies submitted through electronic upload with the proposal to the DJJ Bid Library are acceptable.
- D. It is **MANDATORY** that the Respondent submit a completed and signed **Attachment H (Budget)**.
- E. It is **MANDATORY** that the Respondent shall provide a price for the services by returning a completed and signed copy of the Department's **Attachment J (Price Sheet.)** The price must include all services, material and labor necessary to complete the Services to be Sought as outlined in Attachment I and described in this RFP and the Respondent's proposal. This price shall be expressed as two decimal number prices.
- F. It is **MANDATORY** that the Respondent submits a completed **Attachment O (Cross Reference Table)**.

VI. SOLICITATION INFORMATION

- A. The term "Provider" refers to:
 - 1. "Provider" is defined to also include: any and all subsidiaries of the prospective Provider where the prospective Provider owns 80% or more of the common stock of the subsidiary; the parent corporation of the prospective Provider where the parent owns 80% or more of the common stock of the prospective Provider; and any and all subsidiaries of the parent corporation of the prospective Provider

where the parent owns 80% of the common stock of the prospective Provider and the parent's subsidiaries.

2. For all other purposes, the definition shall be as specified in Attachment A, 1.
- B. For the purposes of the Dun & Bradstreet SQR (if applicable): the proposing entity ("Provider") named in the Transmittal Letter and the DUNS number listed there must match the company name and DUNS number listed on the D & B SQR.
- C. Respondents submitting a hard copy proposal shall submit the following:
1. Electronic Upload Proposal
 - a. The Department prefers Respondents to upload **complete** electronic proposals via the DJJ Bid Library, a private and secure online portal for solicitation documents, in SharePoint.
 - b. Respondents shall register for a DJJ Bid Library account by contacting the Procurement Manager for this RFP: Dominique Wimberly, via E-mail at: Dominique.Wimberly@djj.state.fl.us, or Phone: (850) 717-2606.
 - c. Respondents are required to register their email address for access to the DJJ Bid Library using a Microsoft account.
 - 1) If your organization already uses a Microsoft account, **that** email address should be utilized in the registration request.
 - 2) If your organization does not use a Microsoft account, a free account can be created through Microsoft at <https://www.office.com>. **This step must be completed first, prior to submitting the DJJ Bid Library registration request.** The email address used to create the Microsoft account should be utilized in the registration request.
 - 3) Access to the DJJ Bid Library is granted by each user's specific Microsoft account. Your organization may elect to register a single or general Microsoft account for **all** submissions. This allows multiple users, with the Microsoft account log-in information, to view each other's uploads to the DJJ Bid Library. It also allows other users to edit and delete each other's uploads. ***This is the method recommended by the Department.***
 - 4) If your organization elects to register multiple users with individual Microsoft accounts, each user **will not** be able to view, edit, or delete each other's submissions. If two users with individual accounts upload the same document, the Department will use the **most current version** of the document (within the established due date/time), even if there are multiple uploaded versions of the same document.
 - 5) Once registered, the access link to the DJJ Bid Library will be emailed (*Sent from no-reply@sharepointonline.com. Check Spam, Clutter, or Junk folder.*).
 - d. Electronic proposals shall be uploaded to the DJJ Bid Library no later than the due date and time specified in the calendar of events for this RFP. Any and all documents uploaded, edited, or modified in any way after this date and time will be deemed non-responsive.
 - e. The Department will use the most current version of a document (within the established due date/time) uploaded to the DJJ Bid Library even if there are multiple versions of the same document.
 - f. The complete proposal which contains Volumes 1 and 2 shall be saved in Microsoft Word and/or Excel. The signed transmittal letter (Volume 1, Tab 1), Attachment C (Volume 1, Tab 2), and Attachment J (Volume 2, Tab 1) are the only documents which can be saved in a PDF format. The Attachment H – Budget August 2018 (Volume 2, Tab 2) must be submitted in Excel at a minimum.

OR

2. Hardcopy & Electronic Proposal
 - a. An original (which shall be identified as "Original" on the cover, and shall bear an original signature(s) on the Respondent's Transmittal Letter) and six copies of the Respondent's Volume 1 proposal.
 - b. An original (which shall also be identified as "Original" on the cover and shall bear an original signature(s) on Attachment H – Budget August 2018, and two copies of the Respondent's Volume 2 proposal.
 - c. A CD-ROM that contains the complete proposal (Volumes 1 and 2) saved in Microsoft Word and/or Excel. The signed transmittal letter (Volume 1, Tab 1), Attachment C (Volume 1, Tab 2), and Attachment J (Volume 2, Tab 1) are the only documents which can be saved in a PDF format. The Attachment H – Budget August 2018 (Volume 2, Tab 1) must be submitted in Excel at a minimum. It is the intention of the Department to use the CD-ROM for purposes of electronic storage of the submission, so it must contain the complete proposal.
3. Additional instructions concerning proposal submission:
 - a. Use of legible reproductions of signed originals is authorized for all copies of the proposal unless specifically noted.
 - b. E-mail submissions are not permissible.
 - c. See instructions for proposal preparation in Attachment B, Section XX and submittal information in Attachment B, Section III.
 - d. Evaluation and review of the proposal will be based solely on information and documents submitted in the copies of Volumes 1 and 2, unless otherwise indicated in the RFP.
 - e. All dates in this procurement, and other RFP requirements, are subject to change. Modifications of the schedule or changes to the RFP shall be provided through addendum or informational notice, and posted on the website identified above. Prospective Respondents are responsible for checking the website for any changes.

VII. RESPONDENT'S QUESTIONS

INFORMATION WILL NOT BE AVAILABLE ORALLY. All inquiries shall be in writing and be sent to the Procurement Manager at Dominique.Wimberly@dji.state.fl.us, or by mail or by facsimile (850-414-1625) and shall be received by the date specified in the Calendar of Events (Section IV., A.). The Respondent is responsible for ensuring that the Procurement Manager received the inquiry. The Department will not take any further questions on this RFP after close of business that day. The Department's responses to questions will be posted at http://www.myflorida.com/apps/vbs/vbs_main_menu as an addendum to this RFP on or about the date specified in the Calendar of Events (Section IV., A.). Any information communicated through oral communication shall not be binding on the Department and shall not be relied upon by any Respondent. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the seventy-two (72) hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or Manager of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the procurement documents. Violation of this provision may be grounds for rejecting a proposal.

VIII. NUMBER OF AWARDS

The Department anticipates the issuance of one award as a result of this solicitation. The award shall be made to a responsive and responsible Respondent.

IX. FAILURE TO EXECUTE CONTRACT

In the event no protest is filed within the prescribed timeframe, the Department will commence preparation of the Contracts with the intended Respondents. If, for any reason, the intended Respondent fails to execute a contract within fifteen (15) consecutive calendar days after a Contract

has been presented to it for signature, or if the Department determines that the Respondent is ineligible to participate due to its being convicted of a Public Entity Crime, debarred, suspended or otherwise prohibited from receiving federal or state funds, the Department may (1) attempt to contract with the next ranked Respondent without posting of an additional Notice of Agency Decision or Addendum; (2) reject all proposals and re-advertise the RFP; or (3) reject all proposals. If the Department and the next ranked Respondent fail to execute a contract, the Department may (1) attempt to contract with the next ranked Respondent sequentially until a Respondent willing to execute a Contract is found without posting of an additional Notice of Agency Decision or Addendum; (2) reject all proposals and re-advertise the RFP; or (3) reject all proposals.

X. VENDOR REGISTRATION

Prior to entering into a Contract with the Department, the selected Respondent(s) must be registered with the Florida Department of Management Services (DMS) Vendor Registration System. To access online registration, log on to www.myflorida.com, and click on the 'MyFloridaMarketPlace' link under 'Hot Topics.' Once on the 'MyFloridaMarketPlace' website, click on the 'Vendors' link to begin registration. In order to register, you will need the following information:

- A. Company name
- B. Tax ID type and number – Social Security Number (SSN) or Federal Employer Identification Number (FEIN)
- C. Tax filing information, including the business name on the 1099 or other tax form (where applicable)
- D. Location information :
 1. A business name for each company location (if different from the company name)
 2. A complete address for each location (including details for sending purchase orders, payments, and bills to each location)
 3. A contact person for each of the locations
- E. Commodity codes that describe the products and/or services the company provides
- F. CMBE (Certified Minority Business Enterprises) information, if applicable
- G. State-issued sequence number - available from DMS by faxing a request on company letterhead to 850-414-8331.

XI. CONTRACT PERIOD AND RENEWAL

The resulting Contract is expected to begin on **January 1, 2019** and shall end at **11:59 p.m.** on **June 30, 2019**. This Contract may be renewed.

XII. TYPE OF CONTRACT CONTEMPLATED

A fixed price Contract is anticipated from this solicitation. A copy of a sample contract containing all required terms and conditions is included as Attachment G.

XIII. DESIGNATION OF CONTRACT UNDER THE FLORIDA SINGLE AUDIT ACT

- A. All contracts with the Department are classified as either Recipient/Sub-Recipient, FSAA Exempt, or Vendor contracts. It is the Department's determination that this Contract is a **Vendor** Contract, pursuant to Section 215.97, F. S.
- B. Statutory and rule requirements for the Provider for these types of contracts are specified in Attachment G, Section VI. **FINANCIAL AND TRANSACTIONS AUDIT REQUIREMENTS.**

XIV. TOTAL MAXIMUM CONTRACT DOLLAR AMOUNT

Total Maximum Contract(s) Dollar Amount	\$75,000
--	-----------------

XV. FINANCIAL CONSEQUENCES

- A. Financial consequences shall be assessed for Contract non-compliance or non-performance in accordance with the FDJJ Policy 2000 (Revised 02/08/18) for the following:
- a. failure to submit a Corrective Action Plan (CAP) within specified time frame(s);
 - b. failure to implement the CAP within the specified time frame(s); and/or
 - c. upon further failure to make acceptable progress in correcting deficiencies as outlined in the CAP within specified time frames.
- B. The Respondent expressly agrees to the imposition of financial consequences as outlined below, in addition to all other remedies available to the Department by law.
- Total contracted units X rate X 2.0% = Financial Consequence. Imposition of consequences shall be based on per deficiency per day.
- C. Upon the Department's decision to impose financial consequences, written notification will be sent to the Respondent. Notification will outline the deficiency(ies) for which financial consequences are being imposed, the conditions (including time frames) that must be in place to satisfy the deficiency(ies) and/or the Department's concerns, the amount of the financial consequence and the month the deduction shall be made on the invoice. The Department's Contract Manager shall deduct the amount of financial consequences imposed from the Respondent's next monthly invoice as specified in the written notification.
- D. If the Provider has a grievance concerning the imposition of financial consequences for noncompliance, the Provider shall follow the dispute process outlined in this Contract, describing any extenuating circumstances that prevented them from correcting the deficiency(ies).

XVI. OPTIONS

The Department reserves the right to exercise the option below in the event the Department's needs change:

Option for Changes in Contract Services

The Department has the option to modify the resulting Contract, including adding, reducing, or deleting services during the Contract term. The optioned services may not commence before execution of an amendment. Delivery of changed services shall be upon the terms, conditions, and rate agreed in the exercise of the options of the resulting Contract.

XVII. SUBCONTRACTING

The Respondent shall not subcontract, assign, or transfer any of the services sought under this RFP, without the prior written consent of the Department.

The Department supports diversity in its Procurement Program and requests that Respondents use all subcontracting opportunities afforded by this solicitation to embrace diversity. The award of subcontracts by Respondents should reflect the full diversity of the citizens of the State of Florida. The Office of Supplier Diversity (OSD) website <http://osd.dms.state.fl.us/> includes a list of Certified Minority Business Enterprises (CMBEs) that could be offered utilization opportunities.

XVIII. FAITH-BASED NON-DISCRIMINATION CLAUSE

Pursuant to paragraph 985.601(3)(b), F. S., the Department intends that, whenever possible and reasonable, it will make every effort to consider qualified faith-based organizations on an equal basis with other private organizations when selecting Providers of services to juveniles.

XIX. ELABORATE PROPOSALS

It is not necessary to prepare proposals using elaborate brochures and artwork, expensive paper and bindings, or other expensive visual presentation aids. Proposals should be prepared in accordance with the instructions herein. The Department is not responsible for and, therefore, shall not reimburse any costs incurred in the preparation or submission of the proposal submitted in response to this RFP. The Department shall be liable for payment only as provided in a fully executed contract.

XX. GENERAL INSTRUCTIONS FOR PREPARATION OF THE PROPOSAL

The instructions for this RFP have been designed to help ensure that all proposals are reviewed and evaluated in a consistent manner, as well as to minimize costs and response time. INFORMATION SUBMITTED IN VARIANCE WITH THESE INSTRUCTIONS MAY NOT BE REVIEWED OR EVALUATED. All proposals must detail the services that will be delivered, the expected results and the recommended performance measures and contain the sections outlined below. Those sections are called "Tabs." A "Tab", as used here, is a section separator, offset and labeled, (Example: "Tab 1, Transmittal Letter"), so that each evaluator can easily turn to "Tabbed" sections during the evaluation process. Failure to have all copies properly "tabbed" makes it much more difficult for the Department to evaluate the proposal. Failure of the Respondent to provide any of the information required in the hard copy of either Volume 1 (the Technical Proposal) and Volume 2 (the Financial Proposal) portions of the RFP proposal shall result in no points being awarded for that element of the evaluation/review.

The proposal shall consist of the following parts:

A. Transmittal Letter – Volume 1, Tab 1

It is **MANDATORY** that the proposal must contain a fully completed transmittal letter that meets the following criteria:

1. Submitted on the Respondent's letterhead.
2. Signed by an individual who has the authority to bind the Respondent.
3. Contain the Respondent's official name (the company name), address, telephone number, and email address.
4. Contain the name and title of the Respondent official who will sign any contract (this individual shall have the authority to bind the Respondent and shall be available to be contacted by telephone, email or attend meetings, as may be appropriate regarding the solicitation).
5. Contain the Respondent's Federal Employee Identification Number (including the State of Florida Vendor Sequence Number, if available). If not available, please make that statement, and the Department will collect the information prior to Contract award.
6. Contain the Respondent's DUNS Number, if applicable. If not applicable, please make that statement.
7. If the proposing entity is a "DBA" or "Doing Business As", the Respondent shall state the reason for it.
8. The transmittal letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that the (insert Respondent's name) agrees to all terms and conditions contained in the Request for Proposal for which this proposal is submitted."
9. The transmittal letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) has met all conditions and requirements of Attachment A, including that neither it nor its principals are presently debarred, suspended, or proposed for debarment, or have been declared ineligible or voluntarily excluded from participation in this Procurement/contract by any federal department or agency." If the Respondent is unable to certify to any part of this statement, such Respondent shall include an explanation in the transmittal letter.
10. The transmittal letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that neither (insert Respondent's name) nor anyone acting on its behalf have contacted anyone, between the release of the solicitation and due date of this solicitation, any employee or officer of the

executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the solicitation documents.”

11. The transmittal letter must contain this exact statement: “On behalf of (insert Respondent’s name), this letter certifies that (insert Respondent’s name) is not listed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel; the Scrutinized Companies with Activities in Sudan List; the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; or has been engaged in business operations in Cuba or Syria (pursuant to Florida Statutes 215.472, 215.4725, 215.473, and 287.135)”.
 12. The statement “On behalf of (insert Respondent’s name), this letter certifies that neither (insert Respondent’s name) nor anyone acting on its behalf is a State Advisory Group (SAG) member, nor is a relative of or employed by a SAG member, nor is receiving any form of compensation from, or serving as a director or officer of a grant recipient or applicant, of a State Advisory Group member.
- B. Cross Reference Table - Volume 1, Tab 1
In order to assist the Respondent in its development of a responsive proposal and to facilitate proposal evaluation by the Department, the Respondent shall provide a table that cross-references the contents of its proposal with the contents of the RFP. Please see Attachment O to this RFP for the cross-reference table. The Respondent shall insert the **MANDATORY** Attachment O in Volume 1, Tab 1, just after the Part A - Transmittal Letter. Remember to complete Attachment O in its entirety.
- C. Certificate of Experience - Volume 1, Tab 2
It is **MANDATORY** that any Respondent that has not previously provided same or similar services for the Department within the previous two years, sign and submit under Volume 1, Tab 2, the Attachment C, Certificate of Experience. The Respondent must demonstrate two years of experience within the last five years of providing strategic educational awareness training services.
- D. Drug-Free Workplace Certification – Volume 1, Tab 2
The proposal may contain the Drug-Free Workplace Certification in accordance with section 287.087, F. S. (if desired by the Respondent) for preference in the event of a tie in the scoring of a competitive solicitation. This is not a mandatory requirement. The Certification form (Attachment K) is available at: <http://www.djj.state.fl.us/providers/contracts/index.html>. The Tie-Breaking Guidelines are attached to this solicitation as Attachment I.
- E. Client Contact List – Volume 1, Tab 2
It is **MANDATORY** that the Respondent submit Attachment E’s (Client Contact List) with a minimum of three references. This list is required in order for the proposal to be complete.
1. The Attachment E must be completed and submitted with **at least three** previous or current clients for whom the Provider has provided strategic educational awareness training services.
 2. The Department reserves the right to contact any and all references in the course of this solicitation and make a fitness determination, not subject to review or challenge.
 3. The Department shall not provide a reference. If the Respondent has only provided these same or similar services to the Department, the Respondent is to include an attestation statement from the individual with authority to bind the Respondent in place of the Attachment E.
 4. No faxes will be accepted for Attachment E (Client Contact List). Only original hardcopies submitted within the technical proposal or copies submitted through electronic upload with the proposal to the DJJ Bid Library are acceptable.
- F. Technical Proposal - Volume 1, Tabs 3 – 8
The Technical Proposal (described below in paragraphs 1 - 6) shall be prepared in the format listed below utilizing 8.5" x 11" paper with one-inch margins top, bottom, and sides. Each Respondent shall limit the Technical Proposal’s narrative to no more than sixty (60)

consecutive pages. **Pages submitted in excess of the specified limit for the Technical Proposal's narrative will be removed prior to evaluation and will not be evaluated.** Any attachments, charts, photos, maps, diagrams, or other resource materials that support the information provided in the Technical Proposal shall be referenced within the Technical Proposal's narrative, included as exhibits or attachments to the Technical Proposal, and presented at the end of the Technical Proposal. Such exhibits or attachments shall not be counted in the sixty (60) page limitation established for the Technical Proposal.

The Technical Proposal package shall contain the following sections in the following sequence:

1. Introductory Statement – Volume 1, Tab 3
This section should be an introductory statement of the general strategy and methodology that will be used to achieve the project goals.
2. Management Capability – Volume 1, Tab 4
 - a. This section shall reasonably and logically identify the management approach to plan, control, and manage the services, in accordance with requirements identified in Attachment I, Services to be Sought.
 - b. This section shall contain the proposed organizational structure (as indicated in the organizational chart and in the leadership's staff qualifications) and indicate sufficient management capability to perform the services required by the RFP.
 - c. This section shall clearly identify corporate oversight and support for the requested services. The proposal will identify whether contract approval is required by a governing entity (Board or Committee) and if so, the proposal will include a detailed plan as to how the organization will ensure the contract is executed by the January 1, 2019, start date.
3. Statement of Need – Volume 1, Tab 5
This section shall clearly identify how the program will address issues with youth safety and prevent crimes for youth (sexual exploitation, abduction, human trafficking) through innovative educational initiatives against youth between the ages of five and seventeen (17).
4. Services to be Sought – Volume 1, Tab 6
 - a. The Respondent shall address the problem and provide a solution to the problem identified in the Statement of Need.
 - b. This section shall clearly identify how involvement within the schools, community, neighborhoods, and Law Enforcement will assist in services to at-risk youth.
 - c. The Respondent shall describe the strategy or approach, service components, and resources to be utilized in the creation of comprehensive public service announcement product(s) that will raise awareness and prevent crimes against youth between ages five and seventeen (17).
 - d. The section shall describe the service components and service tasks to be utilized within the program and appropriate frequency and time frames of proposed services to ensure comprehensive, effective public service announcement product(s) are made available to targeted areas in a timely manner.
 - e. The Respondent shall describe how the Respondent will document and track its performance measures and performance outcomes.
5. Staffing & Personnel – Volume 1, Tab 7
 - a. The Respondent shall outline the number and type of staff to perform service, management staff positions, and key personnel that are required in order to deliver services as specified in the RFP.
 - b. The Respondent shall identify professional qualifications and licensure of all management personnel and key personnel that are required in order to deliver services as specified in the RFP.

- c. This section shall describe any training/certification required for staff to perform services as specified in the RFP.
6. Implementation Plan – Volume 1, Tab 8
The Respondent shall provide a detailed plan of implementation for the services to be sought for the duration of the initial contract term.
- G. Financial Proposal (Volume 2)
1. Price – Volume 2, Tab 1
- a. It is **MANDATORY** that the Respondent provide a price for the services by returning a completed and signed copy of the Department's Attachment J - Price Sheet. The price must include all services, material and labor necessary to complete the Services to be Sought in Attachment I as described in this RFP and the Respondent's proposal. This price shall be expressed as two decimal number prices.
- b. It is **MANDATORY** that the Respondent shall submit a completed and signed Attachment J that proposes a maximum Contract dollar amount at or below the maximum Contract dollar amount stated in the RFP.
- c. The Price Sheet will be scored (see Attachment D).
2. Budget – Volume 2, Tab 2
The Respondent must complete and submit Attachment H (Budget August 2018) in Tab 2 of Volume 2. The Attachment H template is available at: <http://www.djj.state.fl.us/providers/contracts>. The total budget amount must match the total proposed amount on the Attachment J – Price Sheet.
3. Certified Minority Business Enterprise (CMBE) Utilization Plan – Volume 2, Tab 3
The Respondent shall describe its plan and/or methods to encourage diversity and utilize minority businesses in the performance of the services described in this solicitation. The information provided in this section shall address the plan described in the CMBE Utilization Plan (available at <http://www.djj.state.fl.us/partners/procurement-and-contract-administration>) of the RFP. The Respondent shall also include documentation supporting the CMBE Utilization Plan, for each Florida CMBE listed that the Respondent intends to utilize in the program procured. Florida CMBEs must meet all CMBE eligibility criteria and be certified as a CMBE by the Office of Supplier Diversity (OSD) of the Florida Department of Management Services. The documentation shall be a one page letter supplied by the CMBE on its letterhead stationery, stating the intent of the CMBE to participate in the program and clearly identifying the Department Solicitation Number. No points will be awarded for the CMBE Utilization Plan.
- H. Mailing Label
Respondents submitting hardcopy proposals in response to this solicitation shall either affix the label below (or a copy thereof) to the lower, left hand corner outside of all envelopes or containers containing their proposals or mark their proposal with the identifying information. This is to ensure that the Department's mailroom identifies the package(s) as a proposal and delivers it expeditiously. Respondents shall complete the information on the label prior to affixing the label.

DJJ SOLICITATION NUMBER 10620

**DATE DUE: FRIDAY, SEPTEMBER 28, 2018 AT 2:00 PM EDT
ENVELOPE/BOX # _____ OF _____ ENVELOPE(S)/BOX(ES)**

**Florida Department of Juvenile Justice
Bureau of Procurement and Contract Administration
Attention: Dominique Wimberly, Procurement Manager
2737 Centerview Drive, Suite 1100
Tallahassee, Florida 32399-3100**

XXI. ADDITIONAL REQUIREMENTS FOR RESPONDENTS SELECTED FOR CONTRACT AWARD

Respondents selected for Contract award must submit the following information and/or documentation prior to Contract execution:

- A. Answers to One Florida Initiative Questions (page 2 of RFP);
- B. Provider's State of Florida Vendor Sequence Number; and
- C. The name, title, address, telephone number, and e-mail address of the prospective Provider's Contract Manager. Note: this is not DJJ's assigned contract manager.

**ATTACHMENT C – MANDATORY (IF APPLICABLE)
CERTIFICATION OF EXPERIENCE
(TO BE COMPLETED BY THE RESPONDENT)
RFP #10620**

THIS MANDATORY (IF APPLICABLE) FORM SHALL BE COMPLETED BY THE RESPONDENT AND SIGNED BY A PERSON LEGALLY AUTHORIZED TO MAKE BINDING STATEMENTS ON BEHALF OF THE RESPONDENT. THE COMPLETED AND SIGNED FORM SHALL BE SUBMITTED WITH THE PROPOSAL.

COMPANY NAME: _____

DATE ESTABLISHED: _____

PRIMARY BUSINESS: _____

TOTAL NUMBER OF EMPLOYEES: _____

NUMBER OF EMPLOYEES ENGAGED IN ACTIVITIES RELEVANT TO THIS RFP: _____

NUMBER OF YEARS PROVIDING STRATEGIC EDUCATIONAL AWARENESS TRAINING SERVICES: _____

LIST ENTITIES FOR WHO THE COMPANY HAS PROVIDING STRATEGIC EDUCATIONAL AWARENESS TRAINING SERVICES WITHIN THE LAST FIVE YEARS AND THE DATES OF PERFORMANCE (RESPONDENT MUST DEMONSTRATE TWO YEARS EXPERIENCE WITHIN THE LAST FIVE YEARS):

I _____, CERTIFY THAT THE RESPONDENT KNOWN AS _____ HAS AT LEAST ____ YEARS EXPERIENCE WITHIN THE LAST FIVE YEARS RELEVANT TO THE PROVISION OF PROVIDING STRATEGIC EDUCATIONAL AWARENESS TRAINING SERVICES.

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

ATTACHMENT D - EVALUATION CRITERIA

Proposal Section	Section Title	Maximum Possible Points per Section
A.	Technical Proposal – Volume 1	
	1. Introductory Statement	0
	2. Management Capability	100
	3. Statement of Need	50
	4. Services to be Sought	200
	5. Staffing & Personnel	150
	6. Implementation Plan	50
B.	Financial Proposal – Volume 2	
	1. Price Sheet (Attachment J)	100
	2. Budget (Attachment H)	0
	Total Maximum Overall Points	650

EVALUATION CRITERIA

THIS RFP CONTAINS MANDATORY REQUIREMENTS THAT ARE SPECIFIED IN ATTACHMENT B, SECTION V. FAILURE TO MEET THESE REQUIREMENTS WILL RESULT IN A PROPOSAL NOT BEING EVALUATED AND REJECTED AS NON-RESPONSIVE. NO POINTS WILL BE AWARDED FOR MEETING MANDATORY REQUIREMENTS. ALL EVALUATION AND REVIEW OF THE RESPONDENTS' PROPOSAL WILL BE BASED SOLELY ON VOLUMES 1 AND 2, UNLESS OTHERWISE NOTED IN THIS RFP.

- I. The Department will use the following methods to score the relevant section of the Respondent's proposal.

A. Technical Proposal

1. The Technical Proposal's sections will be evaluated by a minimum of three Department employees serving as evaluators. They will independently score these sections based on the requirements of the RFP on a 0-5 scale. The assignment of points by each evaluator will be based upon the following description of each score:

Use the following rating scores to rate the evaluation question in Attachment P:		AWARD CRITERIA
RATING	SCORE	EVALUATION DESCRIPTION
Excellent	5	The proposal exceeds all technical specifications and requirements for the service component specified. The approach is innovative, comprehensive, and complete in every detail.
Very Good	4	The proposal meets all technical specifications and requirements for the component specified. The approach is comprehensive and complete in every detail. The proposal approach contains some innovative details for some of the components specified.
Adequate	3	The proposal meets all technical specifications and requirements for the component specified.

Poor	2	The proposal does not meet all technical specifications and requirements for the component specified, or it demonstrates minimum understanding of the requirements for the component specified.
Unsatisfactory	1	The proposal fails to demonstrate the Respondent's understanding of the requirements for the component specified or the ability to provide the service.
Not Addressed	0	The Respondent's proposal does not address the service component(s) specified, or the evaluator is not able to locate the information in the Respondent's proposal.

2. Evaluators will score proposals based on the information provided in response to the criteria outlined in Attachment P.

B. Financial Proposal - Evaluation Criteria

1. It is **MANDATORY** that the Respondent shall provide a price for the services by returning a completed and signed copy of the Department's **Attachment J - Price Sheet**. The price must include all services, material and labor necessary to complete the Services to be Sought in Attachment I as described in this RFP and the Respondent's proposal. The price sheet will be scored. Any proposal without a completed and signed Attachment J or with a proposed Maximum Contract Dollar Amount exceeding the Maximum Contract Dollar Amount shall be rejected.
2. The score for price will be based upon the lowest "Proposed Contract Dollar Amount" submitted on Attachment J by all prospective Respondents. The total available points for price is 100 points. Therefore, the Respondent who submits the lowest total price shall receive 100 points. Total price for the purposes of evaluation shall be the TOTAL MAXIMUM PROPOSED AMOUNT. All others will receive a score that is equal to 100 points minus the percentage difference above the lowest proposal. For example, if the second lowest proposal is 10% higher than the lowest proposal, the second Respondent will receive a score of 90 points (i.e., 100 points minus 10% of 100 [or 10 points] equals 90 points).

Use the following rating scores to rate the evaluation question in Attachment P:		AWARD CRITERIA
RATING	SCORE	EVALUATION DESCRIPTION
Excellent	5	The proposal exceeds all technical specifications and requirements for the service component specified. The approach is innovative, comprehensive, and complete in every detail.
Very Good	4	The proposal meets all technical specifications and requirements for the component specified. The approach is comprehensive and complete in every detail. The proposal approach contains some innovative details for some of the components specified.
Adequate	3	The proposal meets all technical specifications and requirements for the component specified.
Poor	2	The proposal does not meet all technical specifications and requirements for the component specified, or it demonstrates minimum understanding of the requirements for the component specified.
Unsatisfactory	1	The proposal fails to demonstrate the Respondent's understanding of the requirements for the component specified or the ability to provide the service.

Not Addressed	0	The Respondent's proposal does not address the service component(s) specified, or the evaluator is not able to locate the information in the Respondent's proposal.
---------------	---	---

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

**ATTACHMENT E (MANDATORY)
CLIENT CONTACT LIST
RFP #10620**

THE DEPARTMENT SHALL NOT PROVIDE A REFERENCE.
THE FORM SHALL BE SUBMITTED WITH THE PROPOSAL UNDER VOLUME 1, TAB 2.

CLIENT 1:

NAME OF CLIENT: _____

TITLE OF CLIENT: _____

FIRM OR BUSINESS NAME: _____

OFFICE TELEPHONE NUMBER: _____ OFFICE E-MAIL: _____

ADDRESS: _____

TYPE OF SERVICE PROVIDED: _____

CLIENT 2:

NAME OF CLIENT: _____

TITLE OF CLIENT: _____

FIRM OR BUSINESS NAME: _____

OFFICE TELEPHONE NUMBER: _____ OFFICE E-MAIL: _____

ADDRESS: _____

TYPE OF SERVICE PROVIDED: _____

CLIENT 3:

NAME OF CLIENT: _____

TITLE OF CLIENT: _____

FIRM OR BUSINESS NAME: _____

OFFICE TELEPHONE NUMBER: _____ OFFICE E-MAIL: _____

ADDRESS: _____

TYPE OF SERVICE PROVIDED: _____

CLIENT 4:

NAME OF CLIENT: _____

TITLE OF CLIENT: _____

FIRM OR BUSINESS NAME: _____

OFFICE TELEPHONE NUMBER: _____ OFFICE E-MAIL: _____

ADDRESS: _____

TYPE OF SERVICE PROVIDED: _____

ATTACHMENT G
SAMPLE CONTRACT

THIS DOCUMENT IS AVAILABLE ONLINE AT THE WEBSITE PROVIDED ON PAGE 1 OF THIS RFP.

ATTACHMENT G IS FOR INFORMATIONAL PURPOSES ONLY AND WILL BE CHANGED AND COMPLETED AFTER CONTRACT AWARD.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

ATTACHMENT J - PRICE SHEET (MANDATORY)

UNITS/SERVICE TYPE	MAXIMUM NUMBER OF UNITS PER CONTRACT TERM	UNIT RATE PROPOSED	TOTAL AMOUNT
<ul style="list-style-type: none"> Workshops with Law Enforcement Agencies 	14	(1)	(2)
<ul style="list-style-type: none"> Educational Programming Presentations 	13	(3)	(4)
<ul style="list-style-type: none"> Monitoring and Technical Assistance 	13	(5)	(6)
TOTAL MAXIMUM PROPOSED AMOUNT (round two decimals)			(7)
NOTE: IT IS MANDATORY THAT # (7) THE TOTAL MAXIMUM PROPOSED AMOUNT DOES NOT EXCEED THE TOTAL CONTRACT DOLLAR AMOUNT (\$75,000.00) AS STATED IN THE RFP. IF IT IS EXCEEDED, THE RESPONDENT'S PROPOSAL WILL NOT BE EVALUATED.			

INSTRUCTIONS: In cells number (1), (3), (5) insert the "Unit Rate Proposed" per "Units/Service Type". In cells number (2), (4), (6) insert the "Total Amount" per "Units/Service Type". In cell number (7) insert the "Total Maximum Proposed Amount" that shall include cells number (2), (4), and (6).

****THE TOTAL MAXIMUM PROPOSED AMOUNT (7) WILL BE MULTIPLIED BY THE NUMBER OF YEARS IN THE INITIAL TERM OF THE CONTRACT (AS APPLICABLE). TERMS OF LESS THAN ONE YEAR SHALL BE PRO-RATED.

ANY RENEWAL OPTIONS EXERCISED IS AT THE DEPARTMENT'S DISCRETION AND SHALL BE ON THE SAME TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT.

By submission of and signature on this form, the prospective Respondent agrees to all terms and conditions of this RFP and commits the prospective Respondent to the prices stated.

NAME: _____ **TITLE:** _____

COMPANY: _____

E-MAIL ADDRESS: _____

TELEPHONE NUMBER: _____

SIGNATURE: _____ **DATE:** _____

**ATTACHMENT O
CROSS REFERENCE TABLE
THE COMPLETION OF THIS CROSS-REFERENCE TABLE IS A MANADATORY REQUIREMENT.**

RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)		LOCATION IN PROPOSAL (TO BE COMPLETED IN ITS ENTIRETY BY RESPONDENT)	
SECTION/PART	SUBJECT	PAGE NUMBERS	SECTIONS/PARTS
	GENERAL PROPOSAL REQUIREMENTS		
Attachment B, Section V., F., Section XX., B.	MANDATORY - Attachment O - Cross Reference Table		
Attachment B, Section XX., A.	MANDATORY - Transmittal Letter containing all the information required by Section XX. A.		
Attachment B, Section V., B., and Attachment B, Section XX., C.	MANDATORY - Attachment C – Any Respondent that has not previously provided same or similar services for the Department within the previous two years, sign and submit under Volume 1, Tab 2, the Attachment C, Certificate of Experience. The Respondent must demonstrate two years of experience within the last five years of providing strategic educational awareness training services.		
Attachment B, Section V., C Attachment B, Section XX., A., E.	MANDATORY - Attachment E - Must be completed and submitted with at least three previous or current clients for whom the Respondent has provided strategic educational awareness training services.		
Attachment B, Section V., E., Attachment B Section XX., G., 1., and Attachment D.	MANDATORY - Attachment J – A completed & signed copy of the Attachment J with the total maximum proposed amount at or below the maximum contract dollar amount stated in the RFP.		
Attachment B, Section V., D., Attachment B, Section XX., G.,2.	MANDATORY - Attachment H – Budget August 2018		

Attachment B, Section XX., D.	Drug-Free Workplace Certification		
Attachment B, Section XX., G., 3	Certified Minority Business Enterprise (CMBE) Utilization Plan- The Respondent shall describe its plan and/or methods to encourage diversity and utilize minority businesses in the performance of the services described in this solicitation		
TECHNICAL PROPOSAL (SUGGESTED DOCUMENTATION*)			
*PLEASE NOTE: The Respondent is requested to provide evidence of existing documentation (plans, resumes, charts, etc.) as requested in this cross-reference table and addressed below. If evidentiary documentation is not currently available, provide evidence of intent or plan to implement and identify as such. This will include proposed plans, schedules, proposed staff contracts, job description etc. Include all relevant information that will assist DJJ in evaluating your proposal. Failure to provide information as requested may result in 0 points being assessed for that portion of the proposal evaluation. If the Respondent is selected for contract award, the proposed service and all elements thereof will be incorporated by reference into the resulting Contract, unless they do not otherwise meet the terms and conditions of this RFP.			
CATEGORY #1: INTRODUCTORY STATEMENT			
Attachment B, Section XX., F.,1.	This section should be an introductory statement of the general strategy and methodology that will be used to achieve the project goals.		
CATEGORY #2: MANAGEMENT CAPABILITY			
Attachment B, Section XX., F., 2., a.	Identify management's approach to plan, control, and manage the services, in accordance with requirements identified in Attachment I, Services to be Sought.		
Attachment B, Section XX., F., 2., b.	Provide a copy of the proposed organizational structure (as indicated in the organizational chart and in the leadership's staff qualifications) and indicate sufficient management capability to perform the services required by the RFP.		
Attachment B, Section XX., F., 2., c.	Identify corporate oversight and support for the requested services. The proposal will identify whether contract approval is required by a governing entity (Board or Committee) and if so, the proposal will include a detailed plan as to how the organization will ensure the contract is executed by the January 1, 2019, start date.		
CATEGORY #3: STATEMENT OF NEED			
Attachment B, Section XX., F., 3.	Identify how the program will address issues with youth safety and prevent crimes for youth (sexual exploitation, abduction, human trafficking) through innovative educational initiatives against youth between the ages of five and seventeen (17).		
CATEGORY #4: SERVICES TO BE SOUGHT			

Attachment B, Section XX., F., 4., a.	Identify how the program will address the problem and provide a solution to the problem identified in the Statement of Need.		
Attachment B, Section XX., F., 4., b.	Identify how involvement within the schools, community, neighborhoods, and Law Enforcement will assist in services to at-risk youth.		
Attachment B, Section XX., F., 4., c.	Describe the strategy or approach, service components, and resources to be utilized in the creation of comprehensive public service announcement product(s) that will raise awareness and prevent crimes against youth between ages five and seventeen (17).		
Attachment B, Section XX., F., 4., d.	Describe the service components and service tasks to be utilized within the program and appropriate frequency and timeframes of proposed services to ensure comprehensive, effective public service announcement product(s) are made available to targeted areas in a timely manner.		
Attachment B, Section XX., F., 4., e.	Describe a plan for documenting and tracking performance measures and performance outcomes.		
CATEGORY #5: STAFFING & PERSONNEL			
Attachment B, Section XX., F., 5., a.	Outline the number and type of staff to perform service, management staff positions, and key personnel that are required in order to deliver services as specified in the RFP.		
Attachment B, Section XX., F., 5., b.	Identify professional qualifications and licensure of all management personnel and key personnel that are required in order to deliver services as specified in the RFP.		
Attachment B, Section XX., F., 5., c.	Describe any training required for staff to perform services as specified in the RFP.		
CATEGORY #6: IMPLEMENTATION PLAN			
Attachment B, Section XX., F., 6., a.	Provide a detailed plan of implementation for the services to be provided for the duration of the funding period.		

**ATTACHMENT P
EVALUATION QUESTIONS/CONSIDERATIONS**

CATEGORY #1: Introductory Statement

Consideration 1.1: Does the proposal have an introductory statement of the general strategy and methodology that will be used to achieve the project goals? (Not Scored)

CATEGORY #2: Management Capability

How well does the proposal describe the Respondent's management capability?

Consideration 2.1: To what extent does the proposal describe the Respondent's management approach to plan, control, and manage the services, in accordance with requirements identified in Attachment I, Services to be Sought? (Weighted: 7 Max Points: 35)

Consideration 2.2: How well does the Respondent's proposed organizational structure (as indicated in the organizational chart and in the leadership's staff qualifications) indicate sufficient management capability to perform the services required by the RFP? (Weighted: 6 Max Points: 30)

Consideration 2.3: How well does the proposal clearly identify corporate oversight and support for the services? Does the proposal identify whether contract approval is required by a governing entity (Board or Committee) and if so, does the proposal include a detailed plan as to how the organization will ensure the contract is executed by the January 1, 2019, start date? (Weighted: 7 Max Points: 35)

CATEGORY #3: Statement of Need

How well does the proposal outline the need for the program of services? Describe the services to be sought.

Consideration 3.1: How well does the proposal identify how the program will address issues with youth safety and prevent crimes for youth (sexual exploitation, abduction, human trafficking) through innovative educational initiatives against youth between the ages of five and seventeen (17)? Consider: Detail of the issues facing the youth safety and crimes committed against youth. Consider the proposed services to address and educate schools, community, neighborhoods, and Law Enforcement on the issues facing youth safety and crimes against youth. Consider the determination of workshop locations. (Weighted: 10 Max Points: 50)

CATEGORY #4: Services to be Sought

How well does the proposal describe the services to be sought?

Consideration 4.1: To what extent does the proposed program address the problem and provide a solution to the problem identified in the Statement of Need? (Weighted: 7 Max Points: 35)

Consideration 4.2: To what extent does the proposal clearly identify how involvement within the schools, community, neighborhoods, and Law Enforcement will assist in services to at-risk youth? Consider: Proposed services to engage and educate schools, community, neighborhoods, and Law Enforcement of at-risk facing youth through designated activities. (Weighted: 8 Max Points: 40)

Consideration 4.3: To what extent does the proposal describe the strategy or approach, service components, and resources to be utilized in the creation of comprehensive public service announcement product(s) that will raise awareness and prevent crimes against youth between ages five and seventeen (17)? Consider: Structure and content discussed in workshops and presentations, and utilization of resources to create the public service announcement. Consider the determination of workshops and presentations identified by the Respondent in the Statement of Need. (Weighted: 9 Max Points: 45)

Consideration 4.4: To what extent does the proposal describe the service components and service tasks to be utilized within the program and appropriate frequency and timeframes of proposed services to ensure comprehensive, effective public service announcement product(s) are made available to targeted areas in a timely manner? Consider: Development and providing of workshops, presentations, monitoring/technical assistance, and the creation of an effective public service announcement end product. Consider the monitoring tools used for technical assistance conference calls and site visits. Consider the timeframes of site visits. (Weighted: 9 Max Points: 45)

Consideration 4.5: How well does the proposal describe how the Respondent will document and track its performance measures and are the performance outcomes appropriate and reasonable? Consider: Proposed mechanism to obtain law enforcement attendance in the targeted areas. Consider the proposed outlet and timeframes to rollout the public service announcement medium (print media, video, etc.) to the target areas. (Weighted: 7 Max Points: 35)

CATEGORY #5: Staffing and Personnel

How well does the proposal outline the staffing and personnel structure?

Consideration 5.1: To what extent does the proposal outline the number and type of staff to perform service, management staff positions, and key personnel that are required in order to deliver services as specified in the RFP? (Weighted: 12 Max Points: 60)

Consideration 5.2: Does the Respondent identify professional qualifications and licensure of all management personnel and key personnel that are required in order to deliver services as specified in the RFP? (Weighted: 8 Max Points: 40)

Consideration 5.3: Does the proposal describe any training/certification required for staff to perform services as specified in the RFP? (Weighted: 10 Max Points: 50)

CATEGORY #6: Implementation Plan

To what extent does the Respondent outline the proposed implementation plan?

Consideration 6.1: Does the proposal provide a detailed plan of implementation for the services to be sought for the duration of the initial contract term? Consider timeline for each service task (including anticipated dates of start and completion) of services and deliverables. (Weighted: 10 Max Points: 50)

**ATTACHMENT I
SERVICES TO BE SOUGHT**

I. GENERAL DESCRIPTION

A. General Description of Services

This RFP is issued by the State of Florida, Department of Juvenile Justice (the Department), to solicit proposals from community, faith-based, not-for-profit organizations, LLC, and/or divisions of local government by County to address the issues facing youth at risk of delinquency between the ages of five and seventeen (17). The Department seeks the implementation and delivery of innovative services to address juvenile delinquency prevention efforts throughout the State of Florida through strategic educational awareness announcement training services on youth safety and preventing crimes against children.

Respondents to this solicitation are urged to indicate the extent of the strategic educational awareness announcement training services. The primary goal of the resulting Contract is to implement innovative programs to address juvenile delinquency prevention efforts throughout the State of Florida that include, but are not limited to, partnering with law enforcement agencies, school resource officers, public media stations and other community-based organizations. The Respondent shall provide innovative educational initiatives and raise awareness on teen safety and prevent crimes against teens (sexual exploitation, abduction, human trafficking) through public service announcements and educational initiatives.

B. Authority for Specific Program Service(s)

Authority for specific contracted program services is found in chapter 985, Florida Statutes (F.S.) and gives the Department of Juvenile Justice the authority to:

1. Develop and implement effective programs to prevent delinquency;
2. Divert children from the traditional juvenile justice system;
3. Intervene at an early stage of delinquency;
4. Provide critically needed alternatives to institutionalization and deep-end commitment; and
5. Provide well-trained personnel, high-quality services, and cost-effective programs within the juvenile justice system.

C. Major Goal(s) of the Program/Service

The goal of these prevention services is to divert youth who pose no real threat to public safety away from the juvenile justice system through programming which will support a safe environment and provide youth and their families' positive alternatives for delinquent behavior. The Respondent shall provide innovative educational initiatives and raise awareness on teen safety and prevent crimes against teens (sexual exploitation, abduction, human trafficking) through public service announcements and educational initiatives.

D. Definitions

- a. Subcontractor: An agreement entered into by the Respondent with any other person or organization that agrees to perform any performance obligations for the Respondent specifically related to securing or fulfilling the Respondent's obligations to the Department under the terms of this resulting Contract.
- b. At-Risk Youth: An at-risk youth is defined as any youth who exhibits problem behaviors such as un-governability, truancy, and running away from home. Additionally, a youth who has an identified risk in the record of referrals, school, use of free time, relationships, family/living arrangement, alcohol and drugs, mental health, attitudes/behaviors, aggression, and skills domains is considered at-risk.

- c. Respondent: Also referred to as the Provider, the Respondent is the entity submitting a response, proposal, and/or reply to this specific solicitation.
- d. Outcome: A measure of the quantified result, impact, or benefit of program tasks on the clients, customers, or users of the services.
- e. Response/Proposal: A document submitted in response to a Request for Proposal (RFP) procurement solicitation to be considered for contract award as a lead agency for the Department.
- f. Prevention: Efforts that support youth who are “at-risk” of becoming involved in delinquent behavior and help prevent a juvenile from entering the juvenile justice system as delinquent. Prevention includes arbitration, diversionary, or mediation programs, and community service work, or other treatment available subsequent to a child committing a delinquent act.

II. SERVICES TO BE PROVIDED

A. Service Tasks

1. Workshops with Law Enforcement Agencies

The Respondent shall conduct workshops with local law enforcement agencies, and other stakeholders to statewide to establish programs in schools throughout the State of Florida. The Respondent shall provide live and web-based workshops that consists of addressing youth safety and raising awareness on preventing crime against youth and/or video production. The Respondent shall perform fourteen (14) workshops per contract term with at least a minimum of two per month. Based on the minimum number of workshops required, the Respondent will have to complete a minimum of two workshops per month.

2. Educational Programming Presentations

The Respondent shall provide educational and informative programming presentations within school settings to include youth, school resource officers and school personnel throughout the State of Florida. Presentations shall educate and inform program participants how to assess and address youth safety and raise awareness on preventing crime against children. The Respondent shall conduct live and web-based presentations that consists of addressing youth safety and raising awareness on preventing crime against youth and/or video production. The Respondent shall perform thirteen (13) presentations per contract term with at least a minimum of two per month. Based on the minimum number of presentations required, the Respondent will have to complete a minimum of two presentations per month.

3. Monitoring and Technical Assistance

The Respondent shall provide oversight of workshops and presentations to ensure educational effectiveness messaging and appropriateness to the publication of programming language. The Respondent shall provide technical assistance to workshop and presentation participants via conference call and/or site visits to ensure completion of public service announcements video productions. The Respondent shall perform thirteen (13) monitoring and technical assistance conference calls and/or site visits per contract term with a minimum of two technical assistance conference call and/or site visits per month. Based on the minimum number of monitoring and technical assistance required, the Respondent will have to complete monitoring and technical assistance for a minimum of two times per month.

B. Service Tasks Limits

The Respondent shall serve youth between the ages of five and seventeen (17). The Respondent shall provide services to youth who meet the eligibility criteria

contained in the resulting Contract. The Respondent shall not be reimbursed for services rendered outside the terms of the resulting Contract. All prescribed services shall be provided in a manner consistent with applicable federal and state laws, rules and regulations. The Respondent shall be able to provide continuous services throughout the contract term.

C. Service Locations and Times

The Respondent shall maintain a list of all site location(s) and this list shall be provided to the Department's Contract Manager prior to the delivery of services. A revised (updated) list shall be submitted to the Department's Contract Manager as additions/deletions occur. All services may be provided at varied non-traditional and traditional times and locations. All files shall be maintained and secured at site location(s) of the Provider. All files shall be maintained and secured at the administrative location(s) of the Provider and subcontractors (if applicable).

III. STAFFING & PERSONNEL

The Respondent and all personnel provided under the resulting Contract from this RFP, whether performance is as a Respondent, subcontractor, or any employee, agent or representative of the Respondent or subcontractor, shall continually maintain all licenses, protocols, and certifications that are necessary and appropriate or required by the Department or another local, state or federal agency, for the services to be performed or for the position held. All such personnel shall renew licenses or certifications pursuant to applicable law or rule. The Respondent shall provide copies of all current licenses or certificates required for the delivery of services under this resulting Contract, to the Department's Contract Manager, prior to the delivery of services or as a part of the proposal.

A. Staffing Levels

The Respondent shall ensure the constant presence of sufficient qualified staff to provide the services listed in order to ensure that there shall be no waiting lists for program services and shall monitor staff vacancies to ensure services are not cancelled, postponed, or rescheduled.

B. Staffing Qualifications

All staff shall possess adequate education and training to perform the duties for which they are assigned and meet all applicable licensing or certification requirements for their respective disciplines.

C. Staffing Schedule and Vacancies

The Respondent shall have and utilize a written back-up plan and have adequate qualified staff to fill-in for required Respondent staff who may be absent from work (e.g., unexpected emergency, illness, or vacation) to ensure that services shall not be cancelled or rescheduled. Those individuals who are responsible for the delivery of services are considered key personnel. Additionally, the vacant positions shall be filled by an individual with equivalent experience and expertise.

D. Staff Changes

Changes to the staffing levels and qualifications required in this Contract are not authorized unless approved in writing by the Department's Contract Manager. If changes are requested to staffing levels and/or qualifications, an amendment must be required to accomplish the change. Staffing changes at any level within the program shall be reported on the Staff Vacancy Report which shall be submitted monthly to the Department's Contract Manager.

E. Staff Training

This section shall address the Respondent's training plan to deliver trainings required by the Office of Prevention. All costs occurring from, associated with, Department-required training necessary for performance under the resulting Contract or otherwise required by federal or state law, rule, or department policy for Respondent employees, agents or subcontractors, shall be the responsibility of the Respondent. The Respondent may offer these required trainings in-house

or use the Department's Learning Management System. All staff must have in his/her personnel file documentation of the completion of minimum training requirements, with the number of hours earned. All independent training curriculums shall be submitted to the Department's Contract Manager for review and approval by the Department's Staff Development and Training unit. Training information shall be updated based on certification or minimum training requirements for individual trainings. Training information may be requested by the Office of Program Accountability for validation purposes. All training costs and expenses associated with training/travel for the Respondent staff are the responsibility of the Respondent.

F. Background Screening

Prior to the provision of services, staff shall comply with the Department's Statewide Procedure on Background Screening for Employees, Vendors, and Volunteers available for review on the Department's website. The Provider shall comply with the requirements for background screening pursuant to chapters 39, 435, 984 and 985, Florida Statutes and the Department's background screening policy. The Provider shall verify the employment eligibility of all current and prospective employees through the United States Department of Homeland Security's E-Verify System, throughout the duration of the Contract.

IV. PROPERTY

A. Non-Expendable Tangible Personal Property

1. Title (ownership) to all non-expendable property shall be vested in the Department at the time of the purchase of the property if the property is acquired from:
 - a. Expenditure of funds provided by the Department under a cost reimbursement Contract.
 - b. Expenditure of funds provided by the Department as operational expense dollars.
2. All Department-furnished property acquired by the Respondent through funding sources identified above, with a cost of \$1,000 or more and lasting more than one year, and hardback-covered bound books costing \$250 or more, and computers regardless of cost, shall be accounted for in accordance with Rule 69I-72, F.A.C. All such property, including replacements to state-furnished property that is lost, destroyed, exhausted, or surplus under the terms of the resulting Contract, shall be returned to the Department upon Contract termination. Any replacements shall be of equal or greater value when returned to the Department.
3. Upon delivery of Department-furnished property to the Respondent, the Respondent assumes the risk and responsibility for its loss and damage.
4. The Respondent shall submit to the Department's Contract Manager a listing of all items purchased for the program with Department funds and include supporting documentation of funds used. The Respondent shall include this with the first invoice submitted after purchase of the item(s). The Respondent shall not dispose of Department-furnished property without the written permission of the Department. Department policies and procedures shall be followed when disposing of Department-furnished property.
5. The Respondent shall not use any Department-furnished property for any purpose except the delivery of services identified in the resulting Contract.
6. The Respondent shall submit a final inventory report that is approved by the Department at conclusion of the resulting Contract.

V. DELIVERABLES

The Respondent shall submit an invoice with sufficient documentation to fully justify payment for services delivered. Failure by the Respondent to promptly report and document deliverables as required shall result in a reduction in the invoice.

- A. Monthly Required Deliverables
 1. Completion of workshop and presentation with law enforcement agencies, school resource officers, and other stakeholders.
 2. Completion of Educational Programming Presentation
 3. Completion of Monitoring and Technical Assistance

VI. REPORTING

The Department will require progress or performance reports throughout the term of the resulting Contract. The Respondent shall complete reports as required to become eligible for payment.

- A. The following are the Contract Managers for the respective parties. All matters shall be directed to the Contract Managers for action or disposition. Any and all notices shall be delivered to the parties at the following addresses:

Provider	Department
Individual's Name	Contract Manager's Name (To be provided in the final Contract)
Mailing Address	Mailing Address
City, State, Zip code	City, State, Zip Code
Telephone Number	Telephone Number
Fax Number	Fax Number
E-Mail Address	E-Mail Address

- B. **Contract Manager Contact Information Changes:** After execution of the resulting Contract, any changes in the contact information to the above Contract Managers may be provided by either party, by written notification to the other party, with a copy of the written notification to be sent to the Department's Bureau of Procurement & Contract Administration. A copy of the written notification shall be maintained in the official Contract record. All notices required by the resulting Contract or other communication regarding the resulting Contract shall be sent by United States Postal Service or other delivery service with proof of delivery.

- C. Reports

1. Invoice
A properly prepared invoice shall be submitted directly to the Department's Contract Manager within thirty (30) calendar days following the end of the month for which services were rendered. Supporting documentation for each deliverable must be included as per Attachment I, Section V. Payment of the invoice shall be pursuant to section 215.422; F. S. and any interest due shall be paid pursuant to subsection 55.03(1), Florida Statutes. A Vendor Ombudsman, established within the Department of Financial Services, may be contacted if a Provider is experiencing problems in obtaining timely payment(s) from a State of Florida agency. The Vendor Ombudsman may be contacted at 850-413-5516.
2. Quarterly Expenditure Report
A list of all expenditures using Contract funds shall be submitted with the Respondent's invoice on a quarterly basis.
3. Youth Census Report
A complete list of individuals within the program being monitored for services required under the terms and conditions of the resulting Contract during the service period detailed on the invoice shall be furnished. At a minimum, the Youth Census Report shall include the program's

- name, dates of service, and the service required by the resulting Contract that was provided.
4. Proof of Insurance
A Certificate of Insurance shall be provided to the Department's Contract Manager prior to the delivery of service, and prior to expiration of insurance. Certificates of Insurance shall reflect appropriate coverage(s) based on the recommendation of a licensed insurance agent, and the minimums listed in the resulting Contract.
 5. Subcontract(s)
A copy of all subcontracted agreements entered into by the Respondent and a subcontractor for services required of the Respondent via the resulting Contract, shall be submitted to the Department in advance for review. A signed copy of the subcontract reviewed by the Department shall be provided to the Department's Contract Manager prior to the delivery of service to Department youth and payment to the subcontractor.
 6. Organizational Chart
The Respondent's organizational chart shall be provided upon execution of the resulting Contract, or upon changes. The organizational chart shall include the programmatic and administrative structure of the Respondent's organization.
 7. Staff Vacancy Report
The Respondent shall provide a complete list of all vacant program positions required by the resulting Contract, and include the position title, position number, date of vacancy, and position description. The Respondent shall provide the Department's Contract Manager with an explanation for vacancies, which exceed ninety (90) calendar days. Services shall be provided to all Department youth by qualified Respondent staff regardless of whether a position(s) is vacant. A copy of the Staff Vacancy Report can be found at <http://www.djj.state.fl.us/partners/contract-management>.
 8. Staff Hire Report
The Respondent shall provide a complete list of staff hired to fill vacant positions to include their full legal name, the position title, position number, date of hire, date of background screening, and position description. If any position filled requires specific licensing, certification, or education as required in the resulting Contract, a copy of the license, certification, and/or education credentials shall be provided with the Staff Hire Report. A copy of the Staff Hire Report can be found at <http://www.djj.state.fl.us/partners/contract-management>.
 9. Minority Business Enterprise (MBE) Utilization Report
The Respondent shall submit to the Department's Contract Manager, along with each monthly invoice, the MBE Utilization Report listing all payments made for supplies and services to Minority Business Enterprises (MBEs) during the invoice period. The listing shall identify the MBE code for each payment.
 10. Information Resource Request (IRR)
All IRR purchases must be in accordance with Section VIII., General Terms & Conditions of the resulting Contract.
 11. Continuity of Operations Plan (COOP)
Prior to the delivery of service, the Provider shall submit a COOP to the Department's Contract Manager who will route to the program area Regional Director, or Designee for approval. The COOP must provide for the continuity of Contract services in the event of a manmade/natural disaster/emergency. The Department approved plan format can be

found on the Department’s website. Additional information can be found in FDJJ 1050, Continuity of Operations Plans.

- 12. Training Plan
The Respondent shall provide a training plan to incorporate at a minimum, all contractual pre-service and in-service training as outlined in the Respondent’s proposal.
- 13. Contract Term Report
The Contract Term Report shall describe any obstacles, overall program goals and objectives and how successful the program was at achieving them. Number of volunteers utilized and number of staff shall be provided in the report.
- 14. Budget
The Respondent shall submit the budget within thirty (30) days of a requested change to the Department’s Contract Manager.

REPORT LIST	FREQUENCY	DUE DATE	DUE TO DEPARTMENT
Invoice	Monthly	Within 30 calendar days following the end of the month for which services were rendered	Contract Manager
Quarterly Expenditure Report	Quarterly	To be submitted quarterly with the monthly invoice	Contract Manager
Youth Census Report	Monthly	To be submitted with the monthly invoice	Contract Manager
Proof of Insurance Coverage	upon Contract execution; or renewal	Prior to the delivery of services and prior to expiration of insurance	Contract Manager
Copy of Subcontracts	Upon execution of the subcontract	Prior to delivery of services to youth payment to the subcontractor	Contract Manager
Organizational Chart	Upon Contract execution; and upon changes	Prior to the delivery of services and at renewal thereafter	Contract Manager
Staff Vacancy Report	Monthly	To be submitted with the monthly invoice	Contract Manager
Staff Hire Report	Monthly	To be submitted with the monthly invoice	Contract Manager
MBE Utilization Report	Monthly	To be submitted with the monthly invoice	Contract Manager
Information Resource Request (IRR)	Prior to the purchase of information technology soft/hardware	Prior to the purchase of information technology soft/hardware	Contract Manager
Continuity of Operations Plan (COOP)	Upon Contract Execution	Prior to the delivery of services, upon Contract execution annually.	Contract Manager
Contract Term Report	End of Contract term	To be submitted with the final monthly invoice	Contract Manager
Training Plan	Prior to the execution of the Contract; annually	Prior to the execution of the Contract and by January 31 st (annually)	Staff Development & Training
Budget	Annually, or within thirty (30) days of requested change	Annually, or within thirty (30) days of requested change	Contract Manager

- D. Report Receipt and Documentation
 The Respondent shall submit written reports with all required documentation within the timeframe(s) listed above to the correct individuals to become eligible for payment. Delivery of deliverables and reports shall not be construed to mean acceptance of those deliverables and reports. The Department reserves the right to reject deliverables and reports as incomplete, inadequate, or unacceptable. The Department's Contract Manager will approve or reject deliverables and reports.

VII. PERFORMANCE MEASURES/EVALUATION

The Respondent or its approved subcontractors (if applicable) shall meet the following program specific performance measures:

- A. Performance Outputs
 The Respondent will achieve the following performance outputs throughout the term of the resulting Contract:
GOAL: 100% of the local law enforcement agencies will participate in the Public Service Announcement Program.
MEASURE: Number of law enforcement agencies who participated in the Program divided by number of law enforcement agencies identified on the census report
STANDARD: 75% of the local law enforcement agencies will participate in the Public Service Announcement Program.
FREQUENCY: This shall be reported on a semi-annual basis.
- B. Performance Outcomes
 The Provider will achieve the following performance outcomes throughout the term of the resulting Contract:
GOAL: 100% of the educational programming will be distributed throughout the State of Florida through public service announcements.
MEASURE: Number of delivery receipts for educational programming materials distributed to schools divided by the total number of participating schools.
STANDARD: 75% of the education programming promotions will be distributed throughout the State of Florida through public service announcements.
FREQUENCY: This shall be reported on a semi-annual basis.
- C. Outcome Evaluation
1. The Provider shall develop, within thirty (30) days of the resulting Contract start date, submit and implement a Data Collection Plan to gather, analyze, evaluate and report to the Department, as requested performance measures. The information provided to the Department shall be utilized in evaluation of the effectiveness of the program, the results of which may impact future funding.
 2. The Respondent, throughout the term of the resulting Contract, shall document compliance with required service tasks, performance and evaluation data, and provide documentation of such data for inspection upon request.
 The Department will conduct outcome evaluations the program. These evaluations and studies will consider the content of the program, its components and the duration of the program. The results may be used in the rating of the program for any future funding.

**Exhibit 2
Start-Up Implementation Plan**

The Respondent shall provide a separate plan of its first thirty (30) days of activities from Notice of Agency Decision to contract execution. In this plan, please indicate all activities listed below that will be accomplished so that the Respondent can begin services of youth by the 1st day of January 1, 2019. Please attach additional pages, if needed.

Action Task/Deliverable	Time Frame needed (# of Days)	Targeted Completion Date	Staff and Resources Required to Achieve Task by Target Date	Brief Narrative of Implementation Plan for Action Task
1. Appoint/Hire/Background Screen/Train/Identify functional committee/person for oversight of program start up.				
2. Staffing/Hiring				
a. (identify each Staff Member)				
b.				
c.				
d.				
3. Background Screening				
4. Staff Training and/or Certification				
5. Recruitment plan to services				
6. Fiscal Infrastructure				
a. Separate Bank Account				
b. Accounting software or an accounting system				

that you will use to track its Provider expenditures.				
c. Identified staff who will deal with the accounting system.				
7. Select and acquire program facility where services will be provided				