STATE OF FLORIDA
DEPARTMENT OF CHILDREN AND FAMILIES

OFFICE OF CHILD CARE REGULATION AND BACKGROUND SCREENING

REQUEST FOR PROPOSALS
ACCREDITATION MANAGEMENT AND EDUCATIONAL SUPPORT SERVICES

RFP-# 08C13AP1

Commodity Code #: 973-290
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SECTION 1. INTRODUCTION

1.1 Introduction to the Procurement.

The Department of Children and Families (Department), Office of Child Care Regulation and Background Screening, is issuing this solicitation to interested parties for the purpose of obtaining accreditation management and educational support services. This solicitation is issued in accordance with the provisions of section 287.057, Florida Statutes, Chapter 60A-1 of the Florida Administrative Code (F.A.C.), and applicable Department policies and procedures. Any person interested in responding to the solicitation must comply with any and all of the terms and conditions described in the solicitation. A failure to read, understand, or comply with the terms of the solicitation may result in the Department’s inability to accept or fully consider the response.

1.2 Statement of Purpose.

The Department is seeking proposals from interested vendors to:

Assist with the Department’s compliance with statutory and administrative rule requirements for managing and evaluating new and renewal applications from accreditation agencies, approval and issuance of Gold Seal Quality Care designations to child care providers; and evaluation and approval of Florida Child Care Professional Credential (FCCPC) training providers.

This contract will also support the dissemination of information for public awareness as provided in sections 402.26(4), 402.3125(5), 402.313(9) and 402.3131(6), F.S., to include help in determining appropriate child care options and best practices, child care regulation pamphlets, brochures, publications, semi-annual FCCPC newsletters and tri-annual newsletters for child care licensing staff, child care providers, and community partners.

Educational support services will be provided through scholarships for approved specialized training, coordination/hosting an annual statewide training for the Department’s child care licensing staff, and support educational efforts through collaboration with statewide training registries. The educational support services will focus on professional development, empower frontline child care staff with support and tools needed to deliver quality services, and apply proven best practices to maximize efficiencies and outcomes that ultimately promote the health and safety of children in child care.

1.3 Term of the Agreement.

The anticipated start date of the resulting contract is October 11, 2013. The contract shall end on October 10, 2018. The contract may be renewed for a period not to exceed three (3) years or for the term of the original contract, whichever period is longer. Such renewal shall be made by mutual agreement and shall be contingent upon satisfactory performance evaluations as determined by the Department and shall be subject to the availability of funds. Any renewal shall be in writing and shall be subject to the same terms and conditions as set forth in the initial contract including any amendments; provided, however, that the Department may negotiate a lower price at the time of renewal.
1.4 Contact Person and Procurement Manager.

This RFP is issued by the Department. The mailing address and contact point for all communication regarding this RFP is:

Michael Boland, Senior Management Analyst Supervisor (Procurement Manager)
Florida Department of Children and Families
1317 Winewood Blvd.,
Building 6, Room 385
Tallahassee, Florida 32399-0700
Email: Mike_Boland@dcf.state.fl.us

All contact with the Procurement Manager shall be in writing via electronic mail, U.S. mail, or other common courier. No facsimiles or telephone calls will be accepted for any reason.

1.5 Definitions.

1.5.1 Contract Terms

Contract terms used in this RFP can be found in the Department’s Glossary of Contract Terms, which is hereby incorporated by reference and maintained at the following website:
http://www.dcf.state.fl.us/admin/contracts/docs/GlossaryofContractTerms.pdf

1.5.2 Program or Service Specific Terms.

1.5.2.1 CF-FSP Form 5191 – Birth Through Five Florida Child Care Professional Credential (FCCPC) Training Program Application-Exhibit A.

1.5.2.2 CF-FSP Form 5257 – School-Age Florida Child Care Professional Credential (FCCPC) Training Program Application-Exhibit B.

1.5.2.3 CF-FSP Form 5315 – Gold Seal Quality Care Accreditation Application-Exhibit C.

1.5.2.4 Early Childhood Education – Refers to coursework, certification, a credential or degree that specializes in children ages birth through eight (8).

1.5.2.5 FCCPC – A Department-approved training program that consists of a minimum of 120 hours of early childhood training, 480 contact hours with children ages birth through eight (8), and at least two (2) methods of formal assessment. Two (2) age group credentials are available; “Birth Through Five” and “School-Age”.

1.5.2.6 FCCPC Training Program Provider – Training agencies or educational institutions accredited by the Florida Department of Education, licensed by the Florida Commission for Independent Education, or that have met sponsorship criteria prior to June 30, 2005 as defined on versions of CF-FSP Forms 5191 and 5257 prior to April 2005.

1.5.2.7 Gold Seal Quality Care Accrediting Association – An accrediting agency approved by the Department and designated as a Gold Seal Quality Care Accrediting Association. Requirements for approval are outlined on CF-FSP Form 5315, Gold Seal Quality Care Accreditation Application.
1.5.2.8 Gold Seal Quality Care Designation – The recognition of a child care program or child care provider that has been accredited by an accrediting association approved by the Department, pursuant to section 402.281(1), F.S., and has applied for and been issued the Department’s Gold Seal Quality Care designation certificate.

1.5.2.9 Gold Seal Quality Care Providers – Child care facilities, large family child care homes, and licensed family day care homes that are accredited by one of the recognized accrediting associations listed in statute or approved by the Department.

1.5.2.10 Office of Child Care Regulation – Program within the Department that is statutorily responsible for the administration of child care licensing, registration and training of Florida licensed and registered child care providers.

1.5.2.11 Project Team Leader – Individual who manages the Gold Seal Quality Care Accrediting Association and FCCPC Provider applications and support documentation for review, recruits review committee and subject matter team members as needed and appropriate, disseminates review material to committee members as needed and appropriate, communicates with members of applying accreditation associations and training providers regarding application process and status, coordinates conference calls as needed with review committee members, and confers with Office of Child Care Regulation and Background Screening staff.

1.5.2.12 Professional Training Registry – A high quality, coordinated, documented, and accessible state career development system to promote a well trained/educated, and supported early childhood and school-age workforce. It is an information system that promotes quality educational services, professional growth and development, captures data on practitioners, provides a framework for career levels, and verifies training/education.

1.5.2.13 Subject Matter Expert – Individual(s) who have knowledge of Florida Statutes, sections 402.26-402.319, Florida Statutes, and chapters 65C-20 and 65C-22, F.A.C., theories and best practices in early childhood education/child growth and development, adult learning strategies, and provision of child care services who participate on the Gold Seal review committee and FCCPC evaluation committee, as applicable.

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1.6 Supporting Documentation.

1.6.1 Standard Contract

The Department’s Standard Contract contains general contract terms and conditions required by the Department for all Respondents. The Department’s Standard Contract is available as a separate document on the Vendor Bid System along with this RFP.

1.6.2 Exhibit A

CF-FSP Form 5191, Birth Through Five Child Care Professional Credential (FCCPC) Training Program Application, March 2009 is located on the child care information website at: http://ccrain.fl-dcf.org/documents/6/87.pdf#page=1

1.6.3 Exhibit B

CF-FSP Form 5257, School-Age FCCPC Training Program Provider Application, March 2009 is located on the child care information website at: http://ccrain.fl-dcf.org/documents/6/88.pdf#page=1

1.6.4 Exhibit C

CF-FSP Form 5315, Gold Seal Quality Care Accreditation Application, March 2009 is located on the child care information website at: http://ccrain.fl-dcf.org/documents/6/59.pdf#page=1

1.7 Small, Minority, and Florida Certified Veterans Business Participation.

Small Businesses, Certified Minority, and Florida Certified Veterans Business Enterprises are encouraged to participate in any scheduled conferences, conference calls, pre-solicitation, or pre-proposal meetings. All vendors shall be accorded fair and equal treatment.

SECTION 2. RFP PROCESS

2.1 General Overview of the Process.

Proposals that meet the Mandatory Requirements of this RFP (see Section 5.1) and are otherwise responsive will be eligible for evaluation. Oral presentations by vendors may be permitted as part of the evaluation process. Following the evaluation and the Secretary’s decision regarding the recommended ranking, the Department will post a notice of intended contract award, identifying the vendor(s) selected for award.

2.2 Official Notices and Public Records.

2.2.1 Notices Regarding the RFP

All notices, decisions, intended decisions, addenda, and other matters relating to this procurement will be electronically posted on the Department of Management Services’ (DMS) Vendor Bid System (VBS) website located at: http://myflorida.com/apps/vbs/vbs_www.main_menu

In order to find postings at such location:

1. Click on Search Advertisements
2. Under “Agency” select Department of Children and Families

3. Scroll down to the bottom of the screen and click on “Initiate Search”

It is the responsibility of prospective vendors to check the VBS for addenda, notices of decisions and other information or clarifications to this RFP.

2.2.2 Public Records

All electronic and written communications pertaining to this RFP, whether sent from or received by the Department, are subject to the Florida public records laws. Section 4.4 addresses the submission of trade secret and other information exempted from public inspection.

2.3 Protests and Disputes.

2.3.1 Time Limits for Filing Protests

Any person who is adversely affected by the decision or intended decision made by the Department pursuant to this RFP shall file with the Department a notice of protest in writing within 72 hours (Saturdays, Sundays, and state holidays excluded) after the posting of the notice of decision, or intended decision. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed.

2.3.2 Protests of Terms, Conditions and Specifications

With respect to a protest of the terms, conditions and specifications contained in this solicitation, including any provisions governing the methods for ranking proposals, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours (Saturdays, Sundays, and state holidays excluded) after the posting of the solicitation. For purposes of this provision, the term “the solicitation” includes any addendum, response to written questions, clarification or other document concerning the terms, conditions, or specifications of the solicitation. The formal written protest shall be filed within ten (10) days after the date the notice of protest is filed.

2.3.3 Protest Bond Requirement

When protesting a decision or intended decision (including a protest of the terms, conditions and specifications contained in the solicitation), the protestor must post a bond equal to one percent (1%) of the Department’s estimated contract amount. The estimated contract amount shall be based upon the contract price submitted by the protestor. If no contract price was submitted, the Department shall provide the estimated contract amount to the protestor within 72 hours (excluding Saturdays, Sundays, and state holidays) after the notice of protest has been filed. The estimated contract amount is not subject to protest pursuant to s. 120.57(3), F. S. The bond shall be conditioned upon the payment of all costs and charges that are adjudged against the protestor in the administrative hearing in which action is brought and in any subsequent appellate court proceeding. FAILURE TO FILE THE PROPER BOND AT THE TIME OF FILING THE FORMAL PROTEST WILL RESULT IN A REJECTION OF THE PROTEST. In lieu of a bond the Department may accept a cashier’s check, official bank check, or money order in the amount of the bond.
2.3.4 Filing a Protest

A notice of protest, formal protest, and bond are “filed” when received by the contact person listed in Section 1.4 above. Filing may be achieved by hand-delivery, courier, US Mail or facsimile transfer. Filing by email shall not be accepted. All methods of delivery or transmittal to the Department’s contact person shall remain the responsibility of the protestor and the risk of non-receipt or delayed receipt shall be upon the protestor. FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN S. 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.

2.4 Limitations on Contacting Department Personnel and Others.

2.4.1 General Limitation

Prospective vendors or persons acting on their behalf may not contact Department personnel or any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the contact person identified in Section 1.4 above or as provided in this solicitation, between the release of this RFP and the end of the 72-hour period (Saturdays, Sundays and state holidays excluded) following the Department's posting of the notice of intended award. Any such contact by an affiliate, a person with a relevant business relationship with a prospective vendor, or an existing or prospective subcontractor to a prospective vendor is assumed to be on behalf of a prospective vendor unless otherwise shown.

2.4.2 Violation of Contact Limitations

Violation of the provisions of Section 2.4.1 of this RFP will be grounds for rejecting a proposal, if determined by the Department to be material in nature.

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## 2.5 Schedule of Events and Deadlines.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
<th>TIME Eastern</th>
<th>ADDRESS</th>
<th>Section Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP advertised and released on Florida VBS:</td>
<td>8/13/13</td>
<td>5:00 p.m.</td>
<td>DMS VBS Electronic Posting site: <a href="http://myflorida.com/apps/vbs/vbs_www.main_menu">http://myflorida.com/apps/vbs/vbs_www.main_menu</a></td>
<td>2.5</td>
</tr>
<tr>
<td>*Solicitation Conference (Call) to be held:</td>
<td>9/4/13</td>
<td>2:00 p.m.</td>
<td>Dept. of Children &amp; Families Office of Child Care Regulations Call in: 888-670-3525 Pin: 749-964-0086</td>
<td>2.6</td>
</tr>
<tr>
<td>Submission of written inquiries must be received by:</td>
<td>9/6/13</td>
<td>5:00 p.m.</td>
<td>Attn: Michael Boland Dept. of Children &amp; Families Office of Child Care Regulation 1317 Winewood Blvd, Bldg 6, Rm 385 Tallahassee, FL 32399-0700</td>
<td>2.7</td>
</tr>
<tr>
<td>Deadline for Department's Response to Inquiries:</td>
<td>9/10/13</td>
<td>5:00 p.m.</td>
<td>DMS VBS Electronic Posting site: <a href="http://myflorida.com/apps/vbs/vbs_www.main_menu">http://myflorida.com/apps/vbs/vbs_www.main_menu</a></td>
<td>2.7</td>
</tr>
<tr>
<td>Sealed Proposals must be received by the Department:</td>
<td>9/30/13</td>
<td>2:00 p.m.</td>
<td>Attn: Michael Boland Dept. of Children &amp; Families Office of Child Care Regulation 1317 Winewood Blvd, Bldg 6, Rm 355 Tallahassee, FL 32399-0700</td>
<td>2.8</td>
</tr>
<tr>
<td>*Proposal Opening and Review of Mandatory Requirements:</td>
<td>9/30/13</td>
<td>2:30 p.m.</td>
<td>Office of Child Care Regulation 1317 Winewood Blvd, Bldg 6, Rm 355 Tallahassee, FL 32399-0700</td>
<td>2.8, 5.1</td>
</tr>
<tr>
<td>*Evaluation Team Meeting</td>
<td>10/1/13</td>
<td>10:00 a.m.</td>
<td>Dept. of Children &amp; Families Office of Child Care Regulation 1317 Winewood Blvd, Bldg 6, Rm 355 Tallahassee, FL 32399-0700</td>
<td>5.2</td>
</tr>
<tr>
<td>*Debriefing Meeting of the Evaluators and ranking of the proposals:</td>
<td>10/2/13</td>
<td>10:00 a.m.</td>
<td>Dept. of Children &amp; Families Office of Child Care Regulation 1317 Winewood Blvd, Bldg 6, Rm 355 Tallahassee, FL 32399-0700</td>
<td>5.2</td>
</tr>
<tr>
<td>Anticipated posting of Intended Contract Award:</td>
<td>10/3/13</td>
<td>5:00 p.m.</td>
<td>VBS Electronic Posting site: <a href="http://myflorida.com/apps/vbs/vbs_www.main_menu">http://myflorida.com/apps/vbs/vbs_www.main_menu</a></td>
<td>5.4</td>
</tr>
<tr>
<td>Anticipated Effective Date of Contract:</td>
<td>10/11/13</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

*All vendors are hereby notified that the meetings noted with an asterisk above (*) are open to the public and may be electronically recorded by any member of the audience. Although the public is invited, no comments or questions will be taken from vendors or other members of the public (except for the Solicitation Conference, in which comments and questions will be taken from vendors).
Note: All times in the event schedule are local times for Eastern time zone. Although the Department may choose to use additional means of publicizing the results of this RFP, posting on the VBS is the only official notice recognized for the purpose of determining timeliness in the event of protest.

2.6 Solicitation Conference Call.

The purpose of the Solicitation Conference (Call) is to review the RFP with interested vendors so that areas of misunderstanding or ambiguity are clarified. The Department encourages all prospective vendors to participate in the Solicitation Conference, during which vendors may pose questions. The Solicitation Conference (Call) for this RFP will be held at the time and date specified in the Schedule of Events and Deadlines (Section 2.5).

2.6.1 Official Department Responses

Only responses posted on the VBS website are to be considered official Department responses to questions.

2.6.2 Participation is Not a Pre-requisite

Participation in the solicitation conference is not a pre-requisite for acceptance of proposals from prospective vendors.

2.7 Written Inquiries.

Other than during the Solicitation Conference (Call) prospective vendor questions will only be accepted if submitted in writing to the Procurement Manager specified in Section 1.4 via electronic mail, U.S. mail, or other delivery service, and received on or before the date and time specified in Section 2.5, Schedule of Events and Deadlines. No questions will be accepted by facsimile or telephone.

Copies of the responses to all inquiries, and related clarifications or addenda if made to the RFP, will be made available by the date and time specified in Section 2.5 through electronic posting on the VBS website at: http://vbs.dms.state.fl.us/vbs/main_menu.

2.8 Receipt of Proposals and Waiver of Minor Irregularities.

2.8.1 Proposal Deadline

Proposals must be received by the Department no later than the date and time provided in Section 2.5 at the address listed in the Schedule of Events and Deadlines. All methods of delivery or transmittal to the Department’s contact person shall remain the responsibility of the prospective vendor and the risk of non-receipt or delayed receipt shall be upon the prospective vendor.

2.8.2 Binding Proposals

By submitting a proposal, each vendor agrees that its proposal shall remain a valid offer for at least ninety (90) days after the proposal opening date and that, in the event the contract award is delayed by appeal or protest, such 90-day period is extended until entry of a final order in response to such appeal or protest.
2.8.3 Changes to Proposals After Submission Prohibited

Except as provided in Section 2.12.1, no changes, modifications, or additions to the proposal submitted (after the deadline for proposal opening has passed) will be accepted by or be binding on the Department. The Department reserves the right to correct minor irregularities as provided in Section 2.12.1, but is under no obligation to do so.

2.8.4 Receipt Statement

Proposals that are not received at the specified place by the specified date and time will be rejected and returned unopened to the vendor by the Department. The Department will retain one unopened original for use in the event of a dispute.

2.9 Request to Withdraw Proposal.

A written request to withdraw a proposal, signed by the vendor, may be considered if received by the Department within seventy-two (72) hours after the proposal opening time and date as specified in Section 2.5 above. A request received in accordance with this provision may be granted by the Department upon proof of the impossibility to perform based upon an obvious vendor error.

2.10 Cost of Preparation of Proposal.

By submitting a proposal, a vendor agrees that the Department is not liable for any costs incurred by the vendor in responding to this RFP.

2.11 Form PUR 1001.

The standard “General Instructions to Respondents” Form PUR 1001 (10/06) is hereby incorporated into this solicitation by reference as if fully recited herein. Sections 3, 4, 5, and 17 of the Form PUR 1001 are not applicable to this RFP. In the event of any conflict between Form PUR 1001 and this RFP, the terms of this RFP shall take precedence over the Form PUR 1001 unless the conflicting term is required by any section of the Florida Statutes, in which case the term contained in Form PUR 1001 shall take precedence. The Form PUR 1001 form is available at: http://dms.myflorida.com/index.php/content/download/1907/8062/version/9/file/1001.doc.

2.12 Department’s Reserved Rights.

2.12.1 Waiver of Minor Irregularities

The Department reserves the right to waive minor irregularities when doing so would be in the best interest of the State of Florida. A minor irregularity is a variation from the terms and conditions of this RFP which does not affect the price of the proposal or give the vendor a substantial advantage over other vendors and thereby restrict or stifle competition and does not adversely impact the interest of the Department. At its option, the Department may correct minor irregularities, but is under no obligation to do so. When correcting minor irregularities, the Department may request vendor to provide clarifying information or additional materials to correct the minor irregularity. However, the Department will not request and a vendor shall not provide additional materials that affect the price of the proposal, or give the vendor an advantage or benefit not enjoyed by other vendors.
2.12.2 Reserved Rights After Notice of Award

The Department reserves the right, after posting notice thereof, to withdraw or amend its Notice of Award and reopen discussions with any vendor at any time prior to execution of a contract.

2.12.3 Withdrawal of RFP

The Department reserves the right to withdraw the RFP at any time, including after an award is made, when doing so would be in the best interest of the State of Florida, and by doing so assumes no liability to any vendor.

2.12.4 Other Reserved Rights

The Department reserves all rights described elsewhere in this RFP.

SECTION 3. SPECIFICATIONS

3.1 Vendor Qualifications.

3.1.1 Experience

The Provider must have a demonstrated history of successfully providing assessment/evaluation services, educational support services, public awareness outreach, and event planning services.

3.1.2 Staff Qualifications

The Provider must provide the staff qualifications for those staff that will be designated to support the requirements specified in Section 3.2 of this RFP.

3.1.3 Professional Qualifications

The Project Team Leader shall meet the following educational and experience requirements: Bachelors degree or higher in early childhood education, child growth and development or closely related field, and experience in a child care setting serving children ages birth through eight (8) years.

All members of review teams (subject-matter experts) must have the ability to:

- Understand and apply theories and best practices in early childhood education/child growth and development, emergent literacy, and the provision of child care services.

- Be familiar with adult learning strategies and teaching methods.

- Design and implement review processes that ensure compliance to criteria and that can identify shortfalls.

- Effectively communicate verbally and in writing to provide clear and concise recommendations and feedback reports and collect data as needed.

- Refrain from activities that would be considered a conflict of interest.
Function as part of a team that works together to achieve inter-rater agreement.

Meet established timeframes.

3.1.4 Staffing Levels

The Provider must maintain sufficient staff to deliver the services specified in this RFP.

3.2 Minimum Programmatic Specifications.

3.2.1 Program Requirements

Evaluate and recommend approval or denial of initial and renewal applications submitted by accrediting associations seeking Department approval to become or continue as a Gold Seal Quality Care Accrediting Association which shall include the following:

Coordinate, manage, and direct committee reviews. List of team reviewers will be coordinated with the Department pursuant to section 402.281(3)(b), Florida Statutes.

Develop tools to track submitted applications from intake to final determination or approval. These tools shall include the date the Gold Seal Quality Care Accreditation Application was received; the date the application was assigned to the team members for review; the date each team member completed the application review; the date of all correspondence or communication relating to the application; and the date the application was approved or denied by the Department.

Within forty-five (45) days of the team's completed review of the application, documentation of Gold Seal Quality Care Accreditation application approval, and all requests for additional information and/or denial shall be submitted to the Department prior to notification to the Gold Seal Quality Care Accrediting Association applicant.

Generate and disseminate all correspondence to the Gold Seal Quality Care Accrediting Association applicant to include: application approval, request for additional documentation, and/or application denial in accordance with Exhibit D, Application Review Timeline.

Develop an application file for each applicant. This file shall contain all original documents, which shall be returned to the Department upon completion of the application review process. The file shall include: the application, the evaluation tools completed by each team member, the application tracking log, and all correspondence exchanged between the Provider and the applicant. The original applicant file shall be submitted to the Department upon final determination.

Maintain and update Exhibit E, Gold Seal Quality Care Program Side-by-Side Comparison Matrix, which is available at www.myflorida.com/childcare immediately upon approval of new programs or when existing programs modify their standards so the public have accurate, real-time information.
3.2.2 Evaluation and Approval - Gold Seal Quality Care Designation Applicants

Evaluate and determine approval for child care providers seeking designation as a Gold Seal Quality Care provider, which shall include:

Issue Gold Seal Quality Care certificates to child care providers accredited by approved Gold Seal Quality Care Associations that meet the statutory definition of child care, and meet the licensing compliance requirements for Gold Seal Quality Care designation, as established by statute.

At least twice weekly prepare and disseminate Gold Seal Quality Care designation certificates at time of approval or renewal. This includes the preparation and printing of mailing labels and the printing and preparation of Gold Seal certificates for the Department to mail to child care providers that have earned the Gold Seal designation.

Update and maintain the Gold Seal database, which includes monthly updates by approved Gold Seal Quality Care Associations submitted to the Department that designates Gold Seal child care providers accredited by the Gold Seal Quality Care Accrediting Association.

Generate and provide ad hoc Gold Seal reports from the Gold Seal database to the Department as requested.

Provide technical assistance to individuals regarding Gold Seal designation, or about the status of their Gold Seal certificates or their Gold Seal Quality Care Accrediting Association application.

3.2.3 Evaluation and Approval of FCCPC Training Providers

Evaluate and approve applications submitted by organizations, colleges, and universities seeking Department approval to provide the FCCPC training program, which shall include:

Develop and/or adapt application evaluation tools (Tools) and notification documents in collaboration with the Department. The Tools shall be used by all team members to review new FCCPC training program provider applications, and programmatic changes from existing FCCPC training program providers to determine compliance with the Birth Through Five FCCPC Training Program Provider Application, CF-FSP Form 5191, and School Age FCCPC Training Program Provider Application, CF-FSP Form 5257.

Establish and manage team reviews of FCCPC training program provider applicants. The roster of subject matter experts will be coordinated with the Department.

Develop an application tracking log for each applicant. The log shall include: date Provider received the FCCPC application from the Department, date the application was assigned to the team members for review, date each team member completed the application review, date the application was approved or denied by the Department, and all correspondence communicated between the Provider and the applicant.

Within forty-five (45) days of the team’s completed review of the application, documentation of FCCPC application approval, request for additional information,
and/or denial shall be submitted to the Department prior to notification to the FCCPC applicant.

Generate and disseminate all correspondence to the FCCPC applicant to include: application approval, request for additional documentation, and/or application denial in accordance with Exhibit D, Application Review Timeline.

Develop an application file for each applicant. This file shall contain all original documents, which shall be returned to the Department upon completion of the application review process. The file shall include the application, an application review instrument completed by each team member who evaluated the application, a completed application tracking log, and a copy of all correspondence exchanged between the Provider and the applicant, including any recommendation or denial correspondence.

Develop a multi-section file for each applicant. The file shall contain all original documents submitted by the applicant. The file shall include: the application, the evaluation tools completed by each team member, the application tracking log, and all correspondence exchanged between the Provider and the applicant. The original applicant file shall be submitted to the Department upon final determination.

Develop and maintain a tracking log for accreditation and licensure status of active FCCPC training program providers. Communicate pending expiration of accreditation/licensure status with the FCCPC training program providers. Provider will notify the Department of FCCPC training program providers’ inactive status. The Department will prepare and disseminate correspondence describing the conditions of the FCCPC training program provider inactive status.

Receive and log the annual Attestation from active FCCPC training program providers, including providers that did not submit timely. Provider shall submit a copy of the Attestation to the Department within five (5) business days of receipt.

3.2.4 Provide Outreach and Public Relations Activities for the Department

Develop and publish one (1) electronic newsletter annually for FCCPC training program providers. Maintain up-to-date electronic mailing list of FCCPC training program providers.

Develop and publish three (3) electronic newsletters annually for the Office of Child Care Regulation and Background Screening.

Provide a Training Registry or coordinate with at least one established nationally recognized Florida Registry to review and approve training curricula and trainers to promote and improve the quality of early care and education services statewide, which shall include:

Coordinate with a nationally recognized training registry to review and approve training and trainers, and enhance the training delivery system to promote quality statewide.

Provide Interface with the Department's Child Care Training Application to feed approved professional development training information into the Child Care Training Transcript.
3.2.5 Coordinate and Host Statewide Training and Provide Scholarships for Staff Professional Development

Subject to Department approval, host a statewide training meeting annually, bringing Department staff together to orient and disseminate information regarding issues related to the provision of quality child care in the State of Florida, which shall include:

Procure a meeting venue, audio-visual aids, trainers, and speaker stipends.

Develop a meeting timeline detailing task due dates and individual/agency responsible.

Prepare a website link for staff to use to register for the training and make hotel room reservations.

Develop a training registration and hotel reservation database, and provide the confirmation list to the Department weekly.

Develop training meeting notebook cover, cover artwork, meeting signage.

Assemble training meeting notebooks, including the purchase of notebooks, tabs, and printing of all meeting materials.

Facilitate the registration process on the date of the training event by providing: sign-in sheets, name tags, notebooks, and other items to staff attending the training.

Provide scholarships for Department staff annually to support the costs associated with Child Care Regulation staff attending specialized training. Specialized training will provide support and tools to empower Child Care Regulation staff to deliver world class service to Florida’s child care providers.

A list of eligible Child Care Regulation staff will be submitted by the Department.

3.2.6 Client Eligibility

Participation in the services provided under the terms and conditions of this contract shall be in compliance with section 402.281, Florida Statutes

Accrediting associations who meet the requirements for Gold Seal Quality Care program as determined by the Department.

Child care providers who meet the requirements for Gold Seal Quality Care designation.

Training providers that are accredited by a national or regional accreditation organization recognized by the United States Department of Education, or licensed by the Florida Commission for Independent Education pursuant to CF-FSP Form 5191, Birth Through Five FCCPC Training Program Provider Application and CF-FSP Form 5257, School Age FCCPC Training Program Provider Application.

3.2.7 Client Determination
An accrediting association that meets the requirements as a Department-approved Gold Seal Quality Care Accrediting Association as determined by CF-FSP Form 5315.

Child care providers that meet the requirements for Gold Seal Quality Care designation as determined by a copy of the accreditation certificate or letter from the association verifying that the provider is accredited.

Any organization, college, or university that meets the requirements of a Department-approved FCCPC training program provider as determined by CF-FSP Form 5191-Birth Through Five Florida Child Care Professional Credential (FCCPC) Training Program Application or CF-FSP Form 5257-School Age Florida Child Care Professional Credential (FCCPC) Training Program Application.

3.2.8 Contract Limits

Only accrediting agencies seeking to become a Gold Seal Quality Care Accrediting Association in Florida will be evaluated through this contract.

Only child care providers that meet the requirements for Gold Seal Quality Care designation will be evaluated through this contract.

Only organizations, colleges, and universities that wish to become a FCCPC training program provider will be evaluated through this contract.

Scholarships will only be considered for child care licensing staff in good standing (not on probation or a corrective action plan) as determined by their supervisor or program manager and coordinated with the Office of Child Care Regulation and Background Screening.

3.2.9 Service Location and Equipment

The provision of services outlined under the terms and conditions of this RFP will be located within Florida at sites determined by the Provider and approved by the Department.

The Provider shall determine the work hours of the staff and review teams. Department staff will be available to provide consultation Monday through Friday from 8:00 a.m. – 5:00 p.m., Eastern Time, excluding the State of Florida recognized holidays.

All property/equipment purchased under this contract shall be listed on an annual property inventory list, including a description of the property, model/serial number, date of acquisition, and unit cost.

3.2.1110 Subcontractors- All subcontracting is subject to the approval of the Department’s contract manager. The Department’s agreement to allow these services to be subcontracted does not in any way alter the Provider’s responsibility to the Department for all work performed.

3.3 Minimum Financial Specifications

3.3.1 Method of Payment
This is a Fixed Price Contract. The Department agrees to pay the Provider for delivery of service units in accordance with the terms and conditions of this contract; based on the Provider’s proposed project budget summary (Appendix X), agreed to by the Department, and subject to the availability of funds.

3.3.2 Proposed Budget

A detailed budget summary (Appendix X) must be included which provides an explanation and justification of all line items listed on the vendor’s proposed budget and supports the budget as acceptable.

3.3.3 Minimum Financial Specifications

Provider must have previous experience demonstrating the financial ability to provide services per the terms and conditions of the contract with no advance payment.

3.3.4 Records and Documentation

The Provider shall maintain copies of applications, along with supplemental documents submitted with the application. Original files, including applications and supplemental documents, will be returned to the Department once the evaluation review process is complete for each accrediting agency and FCCPC training program provider.

The Provider shall maintain a log of any and all correspondence regarding the applications and all other documentation related to evaluation of applications.

The Provider shall maintain supporting documentation related to the education and experience qualification of the lead project reviewer and the subject matter experts identified to perform the services outlined in this contract.

The Provider shall maintain a log of scholarships provided to child care licensing staff, DCF-approved training provided, sign-in sheets, and evaluations submitted by the participants.

Where the resulting contract requires the delivery of reports to the Department, mere receipt by the Department shall not be construed to mean or imply acceptance of those reports. The Department reserves the right to reject reports as incomplete, inadequate, or unacceptable according to the parameters set forth in the resulting contract.

3.3.5 Contract Renewals

The resulting contract may be renewed for one (1) term not to exceed three (3) years or for the term of the original contract, whichever period is longer. Such renewal shall be made by mutual agreement and shall be contingent upon satisfactory performance evaluations as determined by the Department and shall be subject to the availability of funds. Any renewal shall be in writing and shall be subject to the same terms and conditions as set forth in the initial contract including any amendments; provided, however, that the Department may negotiate a lower price at the time of renewal.

3.4 Composition of the Contract.

The contract awarded as a result of this RFP will be composed of:
3.4.1 Standard Contract

The Department’s Standard Contract (Appendix III) contains general contract terms and conditions required by the Department for all vendors. The Department’s Standard Contract is available as a separate document on the Vendor Bid System along with the advertisement for this RFP.

The terms and conditions contained in this RFP document constitute the basis for Attachment I, which contains additional contract terms and conditions which may be required of the successful vendor. It will be inserted into the contract after all terms and conditions have been determined. All appropriate clauses will be included at that time.

3.4.2 Attachment I

3.4.3 Attachment II

3.4.4 Attachment III

3.4.5 Form PUR 1000

The PUR 1000 is incorporated by reference into the Department’s Standard Contract.

3.5 Order of Precedence.

In the event of conflict in terms among the foregoing, the following order of precedence will apply.

3.5.1 The Department’s Standard Contract

3.5.2 Form PUR 1000

3.5.3 The Vendor’s Proposal

The proposal submitted in response to this RFP may be incorporated into or attached to the contract but will not change the provisions of the above documents.

3.6 Vendor Registration in MyFloridaMarketPlace.

In order to be paid, each vendor doing business with the state must register in the MyFloridaMarketPlace system and pay the required transaction fees, unless exempted under Rule 60A-1.030(3), F.A.C. If the vendor is already registered in MyFloridaMarketPlace prior to submitting a proposal, the vendor may include a signed Certificate of Registration. Vendors who are not subject to registration requirements should include proof of exemption from registration. Failure to include either proof of registration or exemption will not prevent the evaluation of the proposal; however, proof of registration or exemption must be provided prior to execution of a contract, if any.

SECTION 4. INSTRUCTIONS FOR RESPONDING TO THE RFP

4.1 How to Submit a Proposal.

4.1.1 Mandatory Proposal Deadline
All proposals must be received by the Procurement Manager by the deadline and at the location set forth in Section 2.5, Schedule of Events and Deadlines. Late proposals will not be evaluated. See also Section 2.9.1.

4.1.2 Electronic Proposals Not Acceptable

Facsimile or electronic transmissions of proposals will not be accepted. The vendor may choose the appropriate means for delivery, and is responsible for receipt of the proposal by the Procurement Manager at the address listed in Section 1.4 by the date and time indicated in Section 2.5. Late proposals will not be evaluated.

4.1.3 Proposal Amendments

Any amendments to the proposal as originally submitted by the vendor, not required by the Department, must comply with the requirements of this section and must be received on or before the due date as specified in Section 2.5.

4.1.4 Number of Copies Required

Vendors shall submit one (1) original and two (2) copies of the Programmatic Proposal, one (1) original and two (2) copies of the Cost Proposal, and three (3) copies of the Financial Stability Documentation. The original copy of both the Programmatic Proposal and the Cost Proposal submitted to the Department must contain an original signature of an official who is authorized to bind the vendor to its proposal. One (1) electronic version of the whole proposal, containing all three parts (Programmatic Proposal, Cost Proposal, and Financial Stability Documentation), identical to the hard copies, must also be submitted with the hard copies (see Section 4.3. for formatting instructions).

4.1.5 Proposals to be in Sealed Envelopes

The original and each copy of the Programmatic Proposal, the Cost Proposal, and the Financial Stability Documentation must be individually sealed in separate envelopes. The outside of each envelope must be clearly marked with the title of the proposal, the RFP number, the vendor’s name, and identification of enclosed documents (i.e., Programmatic Proposal for Accreditation Management and Educational Support Services, the Cost Proposal for Accreditation Management and Educational Support Services, Financial Stability Documentation for Accreditation Management and Educational Support Services). The original proposal must be clearly marked as such, and the copies identified and numbered (i.e., original, copy #1 of 3, etc).

All individually sealed envelopes must be placed in an appropriate sealed mailing container. Clearly mark the exterior of the mailing container “Proposal to DCF Competitive Solicitation Number [RFP 08C13AP1]; for Accreditation Management and Educational Support Services.”

4.2 Content of the Proposal.

4.2.1 Title Page
The first page of the proposal shall be a Title Page that contains the following information:

4.2.1.1 Department to which proposal is submitted;
4.2.1.2 Title of proposal;
4.2.1.3 Service area (This is a statewide contract);
4.2.1.4 RFP number;
4.2.1.5 Identification of enclosed documents;
4.2.1.6 Prospective vendor’s name and federal tax identification number;
4.2.1.7 Name, title, telephone number and address of person who can respond to inquiries regarding the proposal; and
4.2.1.8 Name of program coordinator (if known).

4.2.2 Vendor’s Cross Reference Table

Vendor proposals must include a cross-reference between the proposal and the RFP requirements in Section 4. Separate cross-reference tables must be developed for the Programmatic and Cost Proposals. The Programmatic cross-reference table must be directly behind the title page in the Programmatic Proposal. The Cost Proposal cross-reference table must be directly behind the title page in the Cost Proposal. Both cross-reference tables must be formatted as follows:

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SAMPLE RFP / PROPOSAL CROSS REFERENCE TABLE

<table>
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<th>Sect/Part</th>
<th>Subject</th>
<th>PROPOSAL</th>
<th>Subject</th>
<th>Page(s)</th>
<th>Sect/ Part</th>
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<td></td>
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<td>Page(s)</td>
<td>Subject</td>
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<td></td>
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<tr>
<td>33</td>
<td>Appendix II</td>
<td>Required Vendor’s Statements and Certifications – Mandatory Requirements</td>
<td>33</td>
<td>Required Vendor’s Statements and Certifications – Mandatory Requirements</td>
<td></td>
<td></td>
</tr>
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<td>24</td>
<td>4.2.5</td>
<td>Response to Understanding the Statement of Purpose</td>
<td>24</td>
<td>Response to Understanding the Statement of Purpose</td>
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<td></td>
</tr>
<tr>
<td>25</td>
<td>4.2.6</td>
<td>Description of the Vendor’s Organizational Qualifications</td>
<td>25</td>
<td>Description of the Vendor’s Organizational Qualifications</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.2.3 Programmatic Proposal – TAB 1: Required Vendor’s Statements and Certifications – Mandatory Requirements

The proposal must include all of the Mandatory Requirements, described below, and must be received by the date and time and at the address specified in Section 2.5. A proposal that fails to meet the Mandatory Requirements will be deemed nonresponsive and will not be evaluated.

4.2.3.1 Certificate of Signature Authority

The proposal must include a signed certificate, completing either Section A (or providing a corporate resolution or other duly executed certification issued in the Vendor’s normal course of business), or Section B, demonstrating that the person signing the proposal and its statements and certifications is authorized to make such representations and to bind the Vendor. (Appendix II)

4.2.3.2 Acceptance of Contract Terms and Conditions

The proposal must include a Mandatory Certifications - Master Certification (Appendix I) signed by the person named in the Certificate of Signature Authority as the Authorized Representative of the Vendor and the “true” box must be checked next to each of the Certifications (a) through (k).

4.2.4 Programmatic Proposal – Tie Breaking Certifications

The proposal may include the Master Certification - Tie Breaking Certifications (also in Appendix III). The vendor may check the “true” box for any or all Tie Breaking Certifications identified in Appendix III l. through o. for which a vendor qualifies. Completion of the Tie Breaking Certifications is optional for qualifying vendors; however, a vendor waives all rights to consideration of a “tie breaker” if it fails to timely submit the certification for a “tie breaker.”
4.2.5 Programmatic Proposal – TAB 1: Understanding the Statement of Purpose

4.2.5.1 A narrative that describes and demonstrates the vendor’s competence, capability, and compatibility are consistent with the Department’s need for accreditation management and educational support services.

4.2.5.2 A narrative that describes how the vendor will develop assessment criteria to evaluate and approve accrediting agencies seeking Department approval to become a Gold Seal Quality Care Accrediting Association.

4.2.5.3 A narrative that describes how the vendor will develop a process to evaluate and approve child care providers seeking a Gold Seal Quality Care designation.

4.2.5.4 A narrative that describes how the vendor will develop assessment criteria to evaluate and approve applications submitted by organizations, colleges, and universities seeking Department approval to provide the FCCPC training program.

4.2.5.5 A narrative that describes how the vendor will provide outreach and public awareness activities to include publishing newsletters, brochures, and other publications as requested by the Department.

4.2.5.6 A narrative that describes how the vendor will coordinate and host statewide training for the Department’s child care licensing staff and provide ten (10) annual professional development scholarships for child care licensing staff.

4.2.6 Programmatic Proposal – TAB 2: Description of the Vendor’s Organizational Qualifications

4.2.6.1 A narrative that includes a list of other State of Florida agencies with which the vendor has current contracts or has had contracts in the past five (5) years.

4.2.7 Programmatic Proposal – TAB 3: Description of Vendor’s Technical Capability

4.2.7.1 Past performance evaluations, monitoring reports, or professional journal articles that demonstrate a record of integrity, competency, and satisfactory service delivery.

4.2.8 Programmatic Proposal – TAB 4: Description of Project Staffing

4.2.8.1 An organizational chart that displays the function of each staff member assigned to the project, whether a direct employee or consultant staff, and how each staff member fits into the total vendor organization and how each position relates to the other.

4.2.8.2 Individual position descriptions for all staff that describe the knowledge, skills, and abilities necessary to complete the contract services that align with the organizational chart and support the ability to develop new employee skill building training.
4.2.9 Programmatic Proposal – TAB 5: Description of Project Management

The vendor’s proposal shall include the following information to describe and demonstrate their adequacy and professional capability to provide the curriculum development services required to fulfill the requirements of the contract:

4.2.9.1 A comprehensive Project Management Plan with a Timeline that describes what, when, who, where and how tasks and activities will be completed annually.

4.2.9.2 An effective quality control system that quickly identifies service delivery deficiencies.

4.2.10 Programmatic Proposal – TAB 6: Description of Vendor’s Approach and Solution

A narrative that describes how the vendor will develop protocols and processes to provide a high level of competency and resolve deficiencies.

4.2.11 Programmatic Proposal – TAB 7: Description of the Vendor’s Financial Stability

The vendor’s proposal shall include the following information to determine its Financial Stability:

4.2.11.1 Copies of the vendor’s independent financial and compliance audit reports and/or certified financial statements for the three (3) most recent fiscal years. The copies should include all applicable financial statements, auditor’s reports, management letters, and any corresponding re-issued audit components. If the vendor does not have audit reports for the three (3) most recent years, reviewed or compiled financial statements with the applicable Certified Public Accountant’s report should be submitted. A newly created entity should submit the requested financial reports from each of the founding collaborative partners.

4.2.12 Programmatic Proposal – TAB 8: Cost Proposal

The proposal shall contain the following information to determine proposed cost per unit of service and whether the proposed cost per unit of service is based on the costs displayed in the Project Budget Summary. For the first year of the contract beginning October 11, 2013, the proposal shall contain the following information:

4.2.12.1 A completed Project Budget Summary with detail (Appendix IV and Appendix V) and Proposed Cost Allocation Plan (Appendix VI) for the Time period listed below:

October 11, 2013 through October 10, 2014.

4.3 Proposal Format.

4.3.1 Proposals to be Thorough

Vendors must provide thorough and specific proposals in the Programmatic Proposal for how they propose to address each of the programmatic
requirements as specified in Section 4.2.3 through 4.2.10 of this solicitation, and must include all the documentation required in Section 4.2.12 in a separate Cost Proposal, as well as the separate Financial Stability Documentation required in Section 4.2.11. Vendors are advised to consider the evaluation criteria set forth in Appendix VII. Vendor proposals must follow the format described below.

4.3.2 Proposal Clarity Essential

Vendors are advised that the Department’s ability to conduct a thorough review of proposals is dependent on the vendor’s ability and willingness to submit proposals which are well ordered, detailed, comprehensive, and readable. Clarity of language and adequate, accessible documentation is essential, and is the responsibility of the vendor.

4.3.3 Proposals to be Concise

The proposal should be prepared concisely and economically, providing a straightforward description of services to be provided and clearly describing the vendor’s capability to satisfy the requirements of this solicitation. Emphasis should be on completeness and clarity of content. Unless the context clearly indicates otherwise, the terms “shall”, “will” and “must” used within the RFP identify items that are required to be submitted as part of the proposal. A failure to comply with the submission of a required item may result in the proposal being rejected at the Department’s discretion.

4.3.4 Hard-copy Proposal Format

Proposals must be typed, single-spaced, on 8-1/2” x 11” paper. Pages must be numbered in a logical, consistent fashion. Figures, charts and tables should be numbered and referenced by number in the text. The proposal must be bound in 3-ring binders, labeled and submitted in Tabbed Sections in the order listed in Sections 4.2.3 through 4.2.10 for the Programmatic section of the proposal, Section 4.2.12 for the separately bound Cost section of the proposal, and Section 4.2.11 bound separately for the Financial Stability Documentation.

4.3.5 References to Separately Bound Material

References to any separately bound, supporting materials may be made. Any such references must be clear. Referenced documents must be numbered for ease of use and must be identified as such. References to supporting documents must include the document, page, and paragraph numbers. The Department’s evaluators will not be responsible for searching for relevant reference material.

4.4 Public Records and Trade Secrets.

4.4.1 Proposals and Other Submissions Are Property of the State

These provisions apply in lieu of Section 19 of PUR 1001. All materials submitted in a proposal to this RFP become the property of the State of Florida and will be a public record subject to the provisions of Chapter 119, F.S. The State of Florida shall have the right to use such ideas or adaptations of those ideas contained in any proposal without cost or charge. Selection or rejection of a proposal will not affect this right.
4.4.2 Proposals and Other Submissions Are Subject to Public Inspection

Unless exempted by law, all public records are subject to public inspection and copying under Florida’s Public Records Law, Chapter 119, Florida Statutes. A time-limited exemption from public inspection is provided for the contents of a proposal and other submittals pursuant to section 119.071(1)(b), Florida Statutes. Once that exemption expires, all contents of a proposal and other submittals become subject to public inspection unless another exemption applies. Any claim of trade secret exemption for any information contained in a Respondent’s proposal or other submittal to this solicitation will be waived upon opening of the proposal or submittal to the Department, unless the claimed trade secret information is submitted in accordance with this Section. This waiver includes any information included in the Respondent’s proposal or other submittal outside of the separately bound document described below.

4.4.3 How to Claim Trade Secret Protection

If the Respondent considers any portion of the documents, data or records submitted in its proposal to be trade secret and exempt from public inspection or disclosure pursuant to Florida’s Public Records Law, the Respondent must submit all such information in a separately bound document (or in the case of electronic media, a separate CD, with the words "Trade Secret" included in the file name) clearly labeled "Attachment to Proposal, RFP No. 08C13AP1 – Trade Secret Material". Appropriate cross-references should be included in nonexempt materials. The first page of the electronic file or hard copy document must explain why the information in the electronic file or hard copy document is a trade secret. This submission must be made no later than the proposal submittal deadline. Where such information is part of material already required to be submitted as a separately bound or enclosed portion of the proposal, it shall be further segregated and separately bound or enclosed and clearly labeled as set forth above in addition to any other labeling required of the material. If the Vendor considers any portion of a submission made after its proposal to be trade secret the Vendor must clearly label the submission as containing trade secret information (or in the case of electronic media, include “Trade Secret” in the relevant file names).

4.4.4 Vendor’s Duty to Respond to Public Records Requests

In response to any notice by the Department that a public records request received by the Department encompasses any portion of the separately bound part of the vendor’s proposal or other submissions labeled as “trade secret,” the Vendor shall expeditiously provide the Department with a redacted version of the document(s) and identify in writing the specific statutes and facts that authorize exemption of the information from the Public Records Law. If different exemptions are claimed to be applicable to different portions of the redacted information, the Respondent shall provide information correlating the nature of the claims to the particular redacted information. The redacted copy must only exclude or obliterate only those exact portions that are claimed confidential or trade secret. If the Respondent fails to promptly submit a redacted copy and justification in response to the notice of a public records request, the Department is authorized to produce the records sought without any redaction.

4.4.5 Department Not Obligated to Defend Vendor Claims
The Department is not obligated to agree with the Respondent’s claim of exemption and, by submitting a proposal or other submission, the Respondent agrees to be responsible for defending its claim that each and every portion of the redactions is exempt from inspection and copying under Florida’s Public Records Law. Further, the Respondent agrees that it shall protect, defend, and indemnify, including attorneys fees and costs, the Department for any and all claims and litigation (including litigation initiated by the Department) arising from or relating to Respondent’s claim that the redacted portions of its proposal are confidential, proprietary, trade secret, or otherwise not subject to disclosure or within the scope of the provider’s redaction.

SECTION 5. THE SELECTION METHODOLOGY

The Department intends to award the contract to the responsible and responsive vendor or vendors whose proposal is determined by the Secretary or his designee to be the most advantageous to the state. The Department will award the contract based on a final selection by the Secretary or designee, who will consider the relative importance of price and other evaluation criteria set forth in this solicitation. The Secretary or designee may also make a determination as to whether to deem one or more vendors ineligible for award. The Department will electronically post the Secretary’s or designee’s final decision and intent to award in accordance with section 120.57(3)(a), Florida Statutes, and Rule 60A-1.021, F.A.C. Nothing herein limits the ability of the Secretary or designee to confer with any Department personnel in the course of the process.

5.1 Application of Mandatory Requirements.

A vendor must comply with all Mandatory Requirements in order to be considered for selection under this RFP. A checklist of the Mandatory Requirements for this RFP is set forth in Appendix VI.

5.1.1 The Procurement Manager will examine each proposal to determine whether the proposal meets the Mandatory Requirements specified in Appendix VI. A proposal that fails to meet the Mandatory Requirements will be deemed nonresponsive and will not be evaluated.

5.1.2 Meeting the Mandatory Requirements is a minimum threshold and shall not impact any ranking in the evaluation process.

5.1.3 An initial determination that a proposal meets the Mandatory Requirements does not preclude a subsequent determination of non-responsiveness.

5.2 Evaluation Methodology.

All proposals that meet the Mandatory Requirements and are determined to be otherwise responsive will be evaluated using the following process:

5.2.1 Scoring by Evaluators

The Department’s evaluators will evaluate each proposal in accordance with the criteria and methodology provided in the Rating Sheets (Appendix IX).

5.2.2 Ranking by Procurement Manager
The Procurement Manager will develop a ranking based on the methodology provided in Appendix IX. This ranking will serve as the recommended ranking of the Department’s evaluators.

5.2.3 Recommendation of the Procurement Manager

After developing the recommended ranking per Section 5.2.2 theProcurement Manager will provide to the Secretary or designee a report on proposals deemed nonresponsive and, as to those deemed responsive, the recommended ranking of the evaluators, along with a recommendation for final action, which may include a recommendation that one or more otherwise responsive proposals be deemed ineligible pursuant to the provisions of Section 2.12.4.

5.2.1 Secretary’s Award

The resulting contract will be awarded to the responsible and responsive vendor or vendors whose proposal(s) is (are) determined in writing by the Secretary or designee to be the most advantageous to the state, taking into consideration the following criteria:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>RELATIVE VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmatic:</td>
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</tr>
<tr>
<td>1. Understanding the Purpose</td>
<td>25</td>
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<tr>
<td>2. Organizational Qualifications</td>
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<tr>
<td>3. Technical Capability</td>
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<tr>
<td>4. Project Staffing</td>
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<tr>
<td>5. Project Management</td>
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<tr>
<td>6. Vendor’s Approach and Solution</td>
<td>15</td>
</tr>
<tr>
<td>7. Financial Stability</td>
<td>15</td>
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<tr>
<td>Cost:</td>
<td></td>
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<tr>
<td>8. Cost Proposal</td>
<td>25</td>
</tr>
<tr>
<td>TOTAL</td>
<td>175</td>
</tr>
</tbody>
</table>

The selection and award by the Secretary or designee will be based on the foregoing criteria, taking into consideration the recommended ranking of the evaluators and the report and recommendation of the Procurement Manager. No scoring by the Secretary or designee will be required in arriving at this selection. The ranking by the evaluators shall serve as a recommendation only.

The Secretary or designee will also make a determination as to whether to deem one or more respondents ineligible for award due to the qualifications of the vendor or the quality of the proposal.

If the Secretary or designee determines that two or more proposals most advantageous to the state are equal with respect to all relevant considerations, including price, quality, and service, the award will be made in accordance with Rule 60A-1.011, F.A.C., and section 295.187, Florida Statutes.

5.3 Department’s Reserved Rights Relating to Contract Award.

The Department reserves the right to:
5.3.1. Select one or more vendors for the services encompassed by this solicitation, any addenda thereto and any request for additional or revised detailed written proposals or request for best and final offers;

5.3.2. Divide the work among vendors by type of service or geographic area, or both; and

5.3.3. Award contracts for less than the entire service area or less than all services encompassed by this solicitation, or both.

5.4 Posting Notice of Award.

The Department will post a Notice of Intent to Award Contract, stating its intent to enter into one (1) or more contracts with the vendor or vendors identified therein, on the DMS VBS website (http://vbs.dms.state.fl.us/vbs/main_menu).

This Space Intentionally Left Blank
<table>
<thead>
<tr>
<th><strong>Check below and complete Section A or Section B</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor is not a sole proprietorship (Complete Section A)</td>
</tr>
<tr>
<td>Vendor is a sole proprietorship (Complete Section B)</td>
</tr>
</tbody>
</table>

### Section A

I, _______________________________ (name), hold the office or position of _______________________________ (title) with ____________________________ (legal name of vendor) and have authority to make official representations by said vendor regarding its official records and hereby state that my examination of the vendor’s records show that __________________________ (name) currently holds the office or position of ______________________________ (title) with the vendor and currently has authority to make binding representations to the Department and sign all documents submitted on behalf of the above-named vendor in response to RFP # INSERT, and, in so doing, to bind the named vendor to the statements made therein.

Dated: 

Signature: 

Printed Name: 

Title: 

**NOTE:** In lieu of the above, the Vendor may submit a corporate resolution or other duly executed certification issued in the Vendor’s normal course of business to prove signature authority of the named Authorized Representative.

### Section B

I, ____________________________(name) am a sole proprietor, personally doing business in the name of ____________________________ (name of vendor), and will be personally bound by the Proposal submitted in response to RFP # INSERT.

Dated: 

Signature: 

Printed Name: 
APPENDIX II - VENDOR’S CERTIFICATIONS

<table>
<thead>
<tr>
<th>MANDATORY CERTIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASTER CERTIFICATION</td>
</tr>
<tr>
<td>As the person named in the Certificate of Signature Authority as the Authorized Representative of the Vendor, ____________________________ (legal name of Vendor), I confirm that I have fully informed myself of all terms and conditions of RFP # 08C13AP1 (the RFP), the facts regarding the Proposal submitted by the Vendor in response to the RFP and the truth of each statement contained in Certifications (a) through (k) and certify, by checking the applicable “true” or “false” box below and affixing my signature hereto, that each statement in each checked certification is “true” or “false” as indicated.</td>
</tr>
</tbody>
</table>

Check the applicable box next to the title to each certification:

<table>
<thead>
<tr>
<th>True</th>
<th>False</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Certification of Binding Proposal and Acceptance of Terms of RFP and Contract Document</td>
<td></td>
</tr>
<tr>
<td>b. Certification of Representations Per Section 9 of PUR 1001</td>
<td></td>
</tr>
<tr>
<td>c. Certification of Authority to Do Business in Florida</td>
<td></td>
</tr>
<tr>
<td>d. Statement of No Involvement</td>
<td></td>
</tr>
<tr>
<td>e. Conflict of Interest Statement (Non-Collusion)</td>
<td></td>
</tr>
<tr>
<td>f. Certification Regarding Lobbying</td>
<td></td>
</tr>
<tr>
<td>g. Certification Regarding Scrutinized Companies List</td>
<td></td>
</tr>
<tr>
<td>h. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts/subcontracts</td>
<td></td>
</tr>
<tr>
<td>i. Certification Regarding Prior Contractual Obligations</td>
<td></td>
</tr>
<tr>
<td>j. Certification of Representations Per Sections 287.133, and 287.134, F.S.</td>
<td></td>
</tr>
<tr>
<td>k. Certification of a Drug Free Workplace</td>
<td></td>
</tr>
</tbody>
</table>

The content of each certification named above, set forth below, is incorporated into this Master Certification as if fully recited herein and, for each certification marked “true,” above, the below signature is deemed to be affixed to each such certification. I agree that any certification not marked above will be deemed “false.”

Signature of Authorized Representative:

Date:

<table>
<thead>
<tr>
<th>a. Certification of Binding Proposal and Acceptance of Terms of RFP and Contract Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>By checking the “True” box in the Master Certification and signing the same, I hereby certify that the Vendor’s Proposal is submitted in good faith in response to the Department of Children and Families Request for proposals (the RFP) and is binding on the Vendor in accordance with the terms of the RFP, that I have read, understood and agree with the terms and conditions of the RFP and, if awarded any contract as a result of the RFP, the Vendor will comply with the requirements, terms, and conditions stated in the RFP and the contract document. The vendor further agrees that any intent by the vendor to deviate from the terms and conditions set forth therein may result, at the Department’s exclusive determination, in rejection of the proposal.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. Certification of Representations Per Section 9 of PUR 1001</th>
</tr>
</thead>
<tbody>
<tr>
<td>By checking the “True” box in the Master Certification and signing the same, I hereby certify acknowledgement all matters set forth in Section 9 of PUR 1001.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. Certification of Authority to Do Business in Florida</th>
</tr>
</thead>
<tbody>
<tr>
<td>By checking the True” box in the Master Certification and signing the same, I hereby certify that the Vendor is an existing legal entity and satisfies all licensing and registration requirements of state law authorizing it to do business within the State of Florida.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>d. Statement of No Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>By checking the “True” box in the Master Certification and signing the same, I hereby certify that no member of this firm or any person having interest in this firm has: Been awarded a contract that was procured using procedures other than those described in s. 287.057(1)-(3), F.S., to perform a feasibility study of the potential implementation of a subsequent contract to support this project; Participated in drafting of a solicitation for this specific project; or Developed a program for future implementation of this project.</td>
</tr>
</tbody>
</table>
### e. Conflict of Interest Statement (Non-Collusion)

By checking the “True” box in the Master Certification and signing the same, I hereby certify that all persons, companies, or parties interested in the Request for proposals as principals are named therein, that the Vendor’s Proposal is made without collusion with any other person, persons, company, or parties submitting a proposal; that it is in all respect made in good faith; and as the signer of the proposal, I have full authority to legally bind the vendor to the provisions of this proposal.

### f. Certification Regarding Lobbying

By checking the “True” box in the Master Certification and signing the same, I hereby certify, to the best of my knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

### g. Certification Regarding Scrutinized Companies List

By checking the “True” box in the Master Certification and signing the same, I hereby certify that the Vendor is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, Florida Statutes. I understand that section 287.135, Florida Statutes, prohibits Florida state agencies from contracting with companies on either list, for goods or services over $1,000,000, and that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney’s fees, and/or costs.
h. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts/subcontracts

By checking the “True” box in the Master Certification and signing the same, I hereby certify that, in accordance with the debarment and suspension instructions listed below, the Vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract/subcontract by any federal department or agency. Where the prospective provider is unable to certify to any of the statements in this certification, such prospective provider shall attach an explanation to this certification.

INSTRUCTIONS REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR CONTRACTS/SUBCONTRACTS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987 Federal Register (52 Fed. Reg., pages 20360-20369). (See 2 C.F.R. Part 180)

1. Each provider whose contract/subcontract equals or exceeds $25,000 in federal moneys must sign this certification prior to execution of each contract/subcontract. Additionally, providers who audit federal programs must also sign, regardless of the contract amount. The Department of Children and Families cannot contract with these types of providers if they are debarred or suspended by the federal government.

2. This certification is a material representation of fact upon which reliance is placed when this contract/subcontract is entered into. If it is later determined that the signer knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.

3. The provider shall provide immediate written notice to the contract manager at any time the provider learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms “debarred,” “suspended,” “person,” “principal,” and “voluntarily excluded,” as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the Department’s contract manager for assistance in obtaining a copy of those regulations.

5. The provider agrees by submitting this certification that, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract/subcontract unless authorized by the Federal Government.

6. The provider further agrees by submitting this certification that it will require each subcontractor of this contract/subcontract, whose payment will equal or exceed $25,000 in federal moneys, to submit a signed copy of this certification.

7. The Department of Children and Families may rely upon a certification of a provider that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting/subcontracting unless it knows that the certification is erroneous.

This signed certification must be kept in the contract file. Subcontractor’s certification must be kept at the provider’s business location.

i. Certification Regarding Prior Contractual Obligations

By checking the “True” box in the Master Certification and signing the same, I hereby certify that the vendor has not:

1. Failed to correct to the satisfaction of the Department any unsatisfactory performance in a previous contract after Department notice of unsatisfactory performance;

2. Had a contract terminated by the Department for cause; and

3. Failed to sign a certification regarding debarment, suspension, ineligibility and voluntary exclusion contract/subcontracts (Appendix III) prior to contract execution.

j. Certification of Representations Per Sections 287.133 and 287.134, F.S.

By checking the “True” box in the Master Certification and signing the same, I hereby certify that the Vendor is not listed on the Convicted Vendors List created and maintained pursuant to section 287.133, Florida Statutes, or on the Discriminatory Vendors List created and maintained pursuant to section 287.134, Florida Statutes.
**k. Certification of a Drug Free Workplace**

By checking the “True” box in the Master Certification and signing the same, I hereby certify that the Vendor currently maintains a drug-free workplace environment in accordance with Chapter 287.087, Florida Statutes, and will continue to promote this policy through implementation of that section.

---

**TIE BREAKING CERTIFICATIONS**

**Statutory Preferences When Awarding Contracts**

Various provisions of Chapters 287 and 295 provide qualifying vendors the advantage of "tie breakers" whenever two or more bids, proposals, or replies received by an agency are equal with respect to price, quality, and service. In order to take advantage of the below "tie breakers," a vendor who meets the statutory qualifications for one or more of these "tie breakers" must certify that it qualifies for the cited preference. Completion of the certification is optional for qualifying vendors, however, a vendor waives all rights to consideration of a "tie breaker" if it fails to submit the certification on or before the deadline to submit its bid, proposal or proposal.

**MASTER CERTIFICATION – TIE-BREAKING CERTIFICATIONS**

As the Authorized Representative of the Vendor, _____________________________ (legal name of Vendor), I confirm that I have fully informed myself of all terms and conditions of RFP # INSERT (the RFP), the facts regarding the Proposal submitted by the Vendor in response to the RFP and the truth of each statement contained in Certifications (l) through (o) and certify, by checking one or more of the boxes below and affixing my signature hereto, that each statement in each checked certification is true.

Check the box next to the title to each certification that is true:

| l. Certification of a Certified Minority Business Enterprise |
| m. Certification of a Service Disabled Veteran's Business Enterprise |
| n. Certification of a Florida Business |
| o. Certification of a Foreign Manufacturer with a Factory in Florida |

The content of each certification named above, set forth below, is incorporated into this Master Certification as if fully recited herein and, for each certification marked “true,” above, the below signature is deemed to be affixed to each such certification. I agree that any certification not marked above will be deemed “false.”

---

**APPENDIX III - BUDGET SUMMARY AND DETAIL INSTRUCTIONS**
The project budget summary should display all costs that will be paid by the Department for the delivery of services resulting from this RFP. Use the Project Budget Summary format and list the appropriate amounts for all line items that will be expended during the budget period. The format displays the suggested line items to be covered for this project. Other line items may be added, if necessary. “Miscellaneous” and “Other” are not acceptable line items.

In addition to and in support of the Project Budget Summary, a detailed description must be provided for each line item displaying the methodology used to calculate the total for the line item. Documentation must show the percentage of costs being charged to the Department, if the vendor has another source of income providing funding to this project. Items requiring estimated costs must be accompanied by sufficient documentation or explanation to support the estimation. An estimated number of units must be provided for each line item calculated using a unit rate x unit cost calculation. In addition:

- **Salaries** provided must be comparable with similar positions in the surrounding labor market and a job description must be provided for each position listed. Include the number of FTEs that will be funded in whole or in part by this project.
- **Fringe benefits** must display the calculation of costs, specifically the percentages or rates for each benefit being charged to this project.
- **Staff Travel** is reimbursed as specified by Department travel policies and procedures in CFOP 40-1 and state statute (s. 112.061, F.S.).
- **Office expenses** should be based on prior history, a reasonable estimated monthly expense or written vendor policy.
- **Rental or use of space** must show the address, the square footage and the rate per square footage.
- **Rental equipment** necessary to carry out the delivery of services must include the unit cost (per month) and the number of months the item(s) will be used.
- **Insurance** costs must provide sufficient documentation to explain the percentage of cost being charged to this project and/or the calculation of the cost and the insurance coverage being provided.
- **Advertising/outreach** costs must show the estimated number of units (publications or media events) and the estimated cost for each publication or event.
- **Membership fees and subscriptions** necessary for the delivery of services must show the estimated costs and number of units projected.
- **Client education and training tools** must provide the types of services to be provided, the estimated number of clients to be served, and the estimated unit cost of each service.
- **Information Resource Technology (IRT)** includes computers, monitors and other technology items costing less than $1,000 each and must include a brief description of the item(s) to be purchased, the unit cost for each item and justification for each item. For recurring costs, must show the estimated unit cost for each recurring cost associated with the delivery of services, including internet access, computer/network/printer maintenance, SAVE system access, etc.
- **Subcontracted services** such as janitorial services or security services must show the monthly rate and the number of months for which service is required.
- **Subcontracted client services** providing direct services to clients must include the vendor(s) to be subcontracted with, the services to be provided, the estimated number of clients to be served and the unit cost for service(s).
- **Financial audits** being covered in part or in whole with project funds must show the rate used to calculate this cost or the percentage of cost being allocated to this project.
- **Operating capital outlay (OCO)** to be purchased for use under this project must show the number of units to be purchased, the estimated cost for each unit and justification for the item(s) being purchased.

- **Office equipment (non-OCO)** to be purchased under this contract (costing less than $1,000 each) for use under this project must show the number of units to be purchased, the estimated cost for each unit and justification for the item(s) being purchased. Purchased must be estimated in accordance with the State’s guidelines found at [http://www.fldfs.com/aadir/reference%5Fguide/reference_guide.htm#furniture](http://www.fldfs.com/aadir/reference%5Fguide/reference_guide.htm#furniture)

- **Indirect costs** being charged to the project must show the percentage of funding required by the vendor to carry out the common or joint tasks covered by this line item. A summary of the expenditures covered by these funds is required.
## APPENDIX IV – PROJECT BUDGET SUMMARY

**Provider Name**

**FFY (Insert Year) - (Insert Dates)**

<table>
<thead>
<tr>
<th>Budget Line Item</th>
<th>Line Item Totals</th>
<th>Category Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel Category</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Personnel</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>B. Fringe Benefits</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>C. Other Personnel Services (OPS)</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>D. Background Checks</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Personnel Category</strong>:</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td><strong>Travel Category</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Staff Travel &amp; Training</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>F. Client Transportation</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Travel Category</strong>:</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td><strong>Expense Category</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Office Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Utilities</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>2. Telephone</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>3. Postage/Shipping</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>4. Copies/Printing</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>5. Office Supplies</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>6. Janitorial Supplies</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>7. Building Maintenance/Repair</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>8. Equipment Repair</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>9. Security Services</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>10. Office Equipment/Furniture</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Office Expenses</strong>:</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>H. Rental or Use of Space</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>I. Rental Equipment</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>J. Insurance</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>K. Advertising/Outreach</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>L. Membership Fees &amp; Subscriptions</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>M. Client Educational and Training Tools</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>N. Fixed Price Services</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>O. Information Resource Technology</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>P. Subcontracted Services</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Q. Subcontracted Client Services</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>R. Financial Audit</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expense Category</strong>:</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td><strong>Direct Costs Category</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S. Operating Capitol Outlay (OCO-&gt;$1,000.00)</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>T. Indirect Costs</td>
<td>____% of Total Direct Costs</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Subtotal Direct Costs</strong>:</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Project Budget</strong>:</td>
<td>$ -</td>
<td>-</td>
</tr>
</tbody>
</table>
Sample Format; Columns and rows can be added as needed.
## APPENDIX V - PROPOSED COST ALLOCATION PLAN

for

(October 11, 2013 through October 10, 2014) CONTRACT YEAR

<table>
<thead>
<tr>
<th>Line Item</th>
<th>This Application</th>
<th>Funding Source A</th>
<th>Funding Source B</th>
<th>Funding Source C</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel Category</strong></td>
<td></td>
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</tr>
<tr>
<td>&lt;insert position title&gt;</td>
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<tr>
<td><strong>Fringe Benefits</strong></td>
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</tr>
<tr>
<td>Staff Travel</td>
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</tr>
<tr>
<td>Sub-Contracted Services</td>
<td></td>
<td></td>
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<tr>
<td>Office Expenses</td>
<td></td>
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<tr>
<td>Operating Capital Outlay</td>
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<tr>
<td>Rental or Use of Space</td>
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</tr>
<tr>
<td>Rental of Equipment</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Maintenance Agreements</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Insurance</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Membership Fees and Subscriptions</td>
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<td></td>
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<tr>
<td>Advertising</td>
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</tr>
<tr>
<td>Client Education and Training Tools</td>
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</tr>
<tr>
<td><strong>Indirect Costs</strong></td>
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<tr>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
# APPENDIX VI - MANDATORY REQUIREMENTS CHECKLIST

### Mandatory Criteria Checklist

for: (enter name & reference # of solicitation)

[Note: The terms bid, proposal, or reply may be substituted for the term “response” as appropriate. Procurement Managers may add to the items below only after consultation with their legal representative.]

<table>
<thead>
<tr>
<th>Print Vendor’s Name (Agency):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name of Department Reviewer (Procurement Manager):</td>
<td></td>
</tr>
<tr>
<td>Signature of Department Reviewer:</td>
<td>Date:</td>
</tr>
<tr>
<td>Print Name of Department Witness:</td>
<td></td>
</tr>
<tr>
<td>Signature of Department Witness:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

1. Was the response received by the date and time specified in the solicitation and at the specified address?

| (YES) = Pass | (NO) = Fail |

Comments:

2. Does the proposal include the following?

| a. Signed Proof of Signature Authority, naming the vendor and its Authorized Representative (see note at bottom of Section A for acceptable alternatives) | (YES) = Pass | (NO) = Fail |
| b. Master Certification, including the names of vendor and its Authorized Representative and signature of the Authorized Representative. | (YES) = Pass | (NO) = Fail |

3. Is the “Yes” box in the Master Certification checked for each of the following?

| b. Certification of Representations Per Section 9 of PUR 1001 | (YES) = Pass | (NO) = Fail |
| c. Certification of Authority to Do Business in Florida | (YES) = Pass | (NO) = Fail |
| d. Statement of No Involvement | (YES) = Pass | (NO) = Fail |
| e. Conflict of Interest Statement (Non-Collusion) | (YES) = Pass | (NO) = Fail |
| f. Certification Regarding Lobbying | (YES) = Pass | (NO) = Fail |
| g. Certification Regarding Scrutinized Companies List | (YES) = Pass | (NO) = Fail |
| h. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts/subcontracts | (YES) = Pass | (NO) = Fail |
| i. Certification Regarding Prior Contractual Obligations | (YES) = Pass | (NO) = Fail |
| j. Certification of Representations Per Sections 287.133 and 287.134, F.S. | (YES) = Pass | (NO) = Fail |
| k. Certification of a Drug Free Workplace | (YES) = Pass | (NO) = Fail |
4. **Has the Department verified that the Vendor is not on the Convicted Vendor List or the Discriminatory Vendor List?**

   ☐ (YES) = Pass  ☐ (NO) = Fail

   Comments:
Solicitation #:______

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES

Name of Program or Project:
Accreditation Management and Educational Support Services

Proposal Due Date: September 12, 2013

Solicitation Contact Person Mailing Address:
Department of Children and Families
Office of Child Care Regulation and Background Screening
Michael Boland
1317 Winewood Blvd., Bldg 6, Room 379
Tallahassee, FL 32399-0700

Contact Person E-Mail Address: Mike Boland@dcf.state.fl.us
General Instructions to Evaluators

1. Each evaluator will evaluate all proposals that have passed the mandatory criteria. Each evaluation criterion must be scored. Fractional values will not be accepted. Any evaluator’s score sheet(s) missing scores will be returned for completion. Scoring must reflect the evaluator's independent evaluation of the proposal to each evaluation criterion.

2. All evaluation team members will assign a raw score for each evaluation criterion using the scale of 0 to 5. Each evaluator shall assign a score for each evaluation criterion based upon his/her assessment of the proposal. The assignment of an individual score must be based upon the following description of the point scores:

**Scoring Scale:**

0 = no value; vendor has shown no capability, has ignored this area, or has so poorly responded to this criterion that understanding the vendor’s response is not possible.

1 = poor; vendor has demonstrated little or no direct capability, or has not adequately covered this area, but there is some indication of marginal capability.

2 = minimally acceptable; vendor demonstrated minimum capability to address the need or requirement.

3 = good; vendor demonstrated more than just adequate capability and a credible approach to the need or requirement.

4 = very good; vendor has demonstrated a solid understanding of the Department’s specific need very strong capability and a very good approach to addressing the requirement.

5 = superior; vendor has demonstrated a comprehensive understanding of the Department’s need, and an excellent capability and an outstanding approach to addressing the requirement.

3. When completing their score sheets evaluators should record references to the sections of the solicitation document and the written proposal materials that most directly pertain to the criterion and upon which their scores were based. More than one section may be recorded. Evaluators should not attempt an exhaustive documentation of every bit of information considered but only one or two main places where the information evaluated was found. That information will be used during debriefing to assure that all evaluators considered essentially the same information when scoring. In general, the reference statements should be brief. If the proposal does not address an evaluation criterion, evaluators should indicate “not addressed” and score it accordingly.

4. Each evaluator has been provided a copy of the solicitation (ITB, RFP, ITN), all attachments and amendments, and (if applicable) all vendors’ inquiries, together with the written answers provided by the Department. Each evaluator will also be provided with a copy of each solicitation response (bid, proposal, application, etc.) which should be screened, evaluated, and scored according to the instructions provided in the solicitation and the evaluation manual (if a manual is produced).

5. Proposals shall be independently scored by each member of the evaluation team. No collaboration is permitted during the scoring process. The same scoring principles must be applied to every proposal received, independent of other evaluators. Evaluators
should work carefully to be as thorough as possible to ensure a fair and open competitive procurement. No attempt by Department personnel or others, including other evaluators, to influence an evaluator’s scoring shall be tolerated.

6. If any attempt is made to influence an evaluator, the evaluator must immediately report the incident to the Procurement Manager. If such an attempt is made by the Procurement Manager, the evaluator must immediately report the incident to the Inspector General.

7. The written information submitted will be the basis upon which proposals are evaluated and scored. Telephone interviews may be utilized to conduct reference checks. However, only written information contained in the solicitation responses may be evaluated. If applicable, the results of the reference checks will be provided to each member of the evaluation team, but may not be considered in the scoring process.

8. Only the rating sheets provided should be used. No additional notes or marks should appear elsewhere in the evaluation manual.

9. Evaluators may request assistance in understanding evaluation criteria and proposals only from the Procurement Manager or designee. Technical assistance may be provided at the request of the Procurement Manager by a technical advisor who is not involved in the scoring only when provided to all evaluators simultaneously.

10. Questions related to the solicitation and the evaluations of the proposal should be directed only to:

   Name of Procurement Manager/Sr. Management Analyst Supervisor: Michael Boland
   Address: 1317 Winewood Blvd. Bldg 6, Room 385, Tallahassee, FL 32399-0700
   Phone Number: 850-717-43658

11. Following completion of the independent evaluations of the proposals, the Procurement Manager or designee will hold a debriefing meeting with the evaluation team. The purpose of the meeting is to ensure that all evaluators have generally used the same information from the vendor’s proposal as the foundation for their scoring, and that there have been no misunderstandings regarding the meaning of any evaluation criteria. Once scores are given to the procurement manager, they may not be altered in any way.

12. After each evaluator has completed the scoring of every solicitation response, scores will be calculated to determine the total score for each. The evaluation team’s recommendation and evaluation scores are then submitted to the Procurement Manager for compilation and for further submission to the Secretary or designee for final contract award decision.

13. The Secretary or designee will review the rankings and supporting materials and make the determination of the final award, taking into consideration cost and other evaluation criteria set forth in the Department’s solicitation. The Secretary or designee reserves the right to take any additional administrative steps deemed necessary in determining the final award, including additional fact finding or evaluation where necessary and where consistent with the terms of this solicitation and applicable law. The decision making process used by the Secretary or designee when making the determination of final award will be documented in the procurement file.
The Qualitative Criteria

Note: The appendix in this template contains a sample of the kinds of qualitative criteria and considerations that may be included in an evaluation manual. The actual criteria and considerations must be developed by the Procurement Manager and the solicitation development team. The criteria and considerations included in the evaluation manual must correspond to the criteria and considerations included in the body of the solicitation, if they are included in detail there.

Evaluators shall assign scores to each of the proposals received by the Department based on the following criteria.

1. Understanding of the Statement of Purpose
2. Organizational Qualifications Criteria
3. Technical Capability Criteria
4. Project Staffing Criteria
5. Project Management Criteria
6. Vendor’s Approach and Solution
7. Financial Stability Criteria
8. Cost Proposal
APPENDIX VIII
RATING SUMMARY SHEET

Vendor Name: 

Evaluator Name: 

---

Point Values for Programmatic Proposal

<table>
<thead>
<tr>
<th>Criteria Number</th>
<th>Total Possible Score</th>
<th>Weighted Value</th>
<th>Maximum Points</th>
<th>Vendor’s Total Weighted Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>25</td>
<td>1</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>25</td>
<td>1</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>20</td>
<td>1</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>25</td>
<td>1</td>
<td>25</td>
<td></td>
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<tr>
<td>5</td>
<td>25</td>
<td>1</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>15</td>
<td>1</td>
<td>15</td>
<td></td>
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<tr>
<td>7</td>
<td>15</td>
<td>1</td>
<td>15</td>
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<tr>
<td>8</td>
<td>25</td>
<td>1</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>Maximum Points</td>
<td></td>
<td>175</td>
<td></td>
</tr>
</tbody>
</table>

The maximum score for the Programmatic Proposal is 175 points.

Point Values for Cost Proposal

<table>
<thead>
<tr>
<th>Criterion Number</th>
<th>Total Possible Score</th>
<th>Weighted Value</th>
<th>Maximum Points</th>
<th>Vendor’s Total Weighted Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>25</td>
<td>1</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

The total possible score for the Cost Proposal is 25 points.
### APPENDIX IX

**RATING SHEET FOR THE PROGRAMMATIC PROPOSAL**

Vendor:  
Evaluator Name:  

**Response to**  
Proposal Tab ___ : Addressing Sections  

<table>
<thead>
<tr>
<th>CRITERION 1 – Understanding of the Purpose of Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>How well does the proposal demonstrate the vendor's competence, capabilities, approach, and understanding of the purpose for services?</td>
</tr>
</tbody>
</table>

**Considerations (Rate each consideration from 0 to 5).**

How well does the proposal address the following areas?

<table>
<thead>
<tr>
<th>Consideration</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) How well does the proposal demonstrate the necessary experience, organization, qualifications, and skills to serve the target population?</td>
<td></td>
</tr>
<tr>
<td>b) Does the vendor have any prior experience with the Department or other state agencies and how well did it perform?</td>
<td></td>
</tr>
<tr>
<td>c) How well does the proposal describe a process for identifying client’s needs and service provisions?</td>
<td></td>
</tr>
<tr>
<td>d) How well does the proposal clearly demonstrate the vendor’s commitment to serving the program’s clients prior to their participation in the current competition?</td>
<td></td>
</tr>
<tr>
<td>e) How well does the vendor understand the need to integrate its services with other Department partners and community stakeholders?</td>
<td></td>
</tr>
</tbody>
</table>

*(Possible = 25)  Total:  
Weighted Value: 1  
*(Total Possible = 25)  TOTAL WEIGHTED SCORE:*

**REFERENCES:**

**NOTES:**
RATING SHEET FOR THE PROGRAMMATIC PROPOSAL

Vendor: ________________________________________________________________
Evaluator Name: __________________________________________________________

Appendix IX continued…

Response to ______________________________________
Proposal Tab ____; Addressing Sections _________________________________

CRITERION 2 – Organizational Qualifications
How well does the proposal demonstrate the vendor’s organizational qualifications for fulfilling the requirements associated with service delivery?

Considerations (Rate each consideration from 0 to 5).
How well does the proposal address the following areas?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Does the proposal include an adequate, experienced design team that will allow the vendor to fulfill responsibilities under this project?</td>
</tr>
<tr>
<td>b)</td>
<td>How well does the response describe a proposed staffing plan that clearly indicates ability to fulfill responsibilities under this project?</td>
</tr>
<tr>
<td>c)</td>
<td>Does the vendor have a demonstrated history of performing work or projects that are similar to the duties and goals of this project?</td>
</tr>
<tr>
<td>d)</td>
<td>Does the vendor have a demonstrated history of creativity and innovation in curriculum design and development?</td>
</tr>
<tr>
<td>e)</td>
<td>Does the proposal demonstrate the full and complete corporate or organizational commitment to meeting the Department’s requirements and client service needs?</td>
</tr>
</tbody>
</table>

(Possible = 25) Total:  
Weighted Value: 1

(Total Possible = 25) TOTAL WEIGHTED SCORE:

REFERENCES:

NOTES:
**CRITERION 3 – Technical Capability**

How well does the proposal demonstrate the vendor’s technical capability and information systems approach to fulfilling the requirements associated with service delivery?

Considerations (Rate each consideration from 0 to 5).

How well does the proposal address the following areas?

| a) | Does the vendor have the necessary information technology equipment, staff, and qualifications to perform the duties of the project? |
| b) | Does the proposal address and describe the availability of adequate information systems to support the project's financial, administrative, and client services requirements? |
| c) | Does the proposal address and describe the issue of requested reports, including ad hoc reporting requirements necessary to support project management and oversight, including information required by the Department to monitor the vendor’s performance and service delivery? |
| d) | Does the proposal address and describe methods for meeting the requirements for records and documentation standards required by law, rule, or prescribed best practices? |

(Possible = 20) Total: 1

Weighted Value: 1

(Total Possible = 20) TOTAL WEIGHTED SCORE:

REFERENCES:

NOTES:
**CRITERION 4 – Project Staffing**

How well does the proposal demonstrate the adequacy and professional capabilities of the vendor’s staffing to fulfill the requirements associated with service delivery?

<table>
<thead>
<tr>
<th>Considerations (Rate each consideration from 0 to 5).</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>How well does the proposal address the following areas?</td>
<td></td>
</tr>
<tr>
<td>a) Does the description of the staff who will work on this project include the role and function of each?</td>
<td></td>
</tr>
<tr>
<td>b) Resumes of each proposed staff member by position title that supports the skills necessary to deliver the curriculum materials.</td>
<td></td>
</tr>
<tr>
<td>c) Does the reply include staffing levels needed for all tasks?</td>
<td></td>
</tr>
<tr>
<td>d) Does the response identify the lead staff for the project and her/his work experience?</td>
<td></td>
</tr>
<tr>
<td>e) Was there an organizational chart that displays the function of each staff member assigned to the project; how each member fits into the organization; and how each position relates to the other?</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(Possible = 25) Total:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighted Value:</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(Total Possible = 25) TOTAL WEIGHTED SCORE:</th>
<th></th>
</tr>
</thead>
</table>

**REFERENCES:**

**NOTES:**
RATING SHEET FOR THE PROGRAMMATIC PROPOSAL

Vendor: ____________________________________________________________________________
Evaluator Name: _____________________________________________________________________

Appendix IX continued …

Response to ____________________________________________________________
Proposal Tab ___; Addressing Sections _____________________________________________

<table>
<thead>
<tr>
<th>CRITERION 5 – Project Management</th>
<th>How well does the proposal demonstrate the adequacy and professional capability of the vendor to properly manage all of the staff, activities, and resources that will be required to fulfill the requirements of the project?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Considerations (Rate each consideration from 0 to 5).</td>
<td>How well does the proposal address the following areas?</td>
</tr>
<tr>
<td>a)</td>
<td>Does the response contain a project management with timelines for how tasks and activities will be completed?</td>
</tr>
<tr>
<td>b)</td>
<td>Does the vendor’s overall approach to the organization of the project adequately address the scope and complexity of the contract tasks?</td>
</tr>
<tr>
<td>c)</td>
<td>Has the vendor built in time for draft product review and collaboration with the advisory teams?</td>
</tr>
<tr>
<td>d)</td>
<td>Does the vendor’s background and work experience demonstrate their ability to manage the functions required by the project?</td>
</tr>
<tr>
<td>e)</td>
<td>Do the proposed managers and directors possess demonstrated records of providing the same or similar services in environments that correspond to the one contemplated by the solicitation?</td>
</tr>
</tbody>
</table>

(Possible = 25) Total: __________
Weighted Value: 1

(Total Possible = 25) TOTAL WEIGHTED SCORE: __________

REFERENCES:

NOTES:
RATING SHEET FOR THE PROGRAMMATIC PROPOSAL

Date: ________________
Vendor: ________________________________________________________________
Evaluator Name: _______________________________________________________

Appendix IX continued …

Response to __________________________________________________________
Proposal Tab ___; Addressing Sections ______________________________________

<table>
<thead>
<tr>
<th>CRITERION 6 – Vendor’s Approach and Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>How well does the proposal demonstrate the adequacy and professional capability of the vendor to properly manage subcontractors identified in its proposal and any additional subcontractors that will be required to fulfill the requirements of the project?</td>
</tr>
</tbody>
</table>

Considerations (Rate each consideration from 0 to 5).
How well does the proposal address the following areas?

<table>
<thead>
<tr>
<th>a)</th>
<th>Does the reply contain a plan describing a comprehensive and well-thought approach to the project and a reasonable system for completing the project?</th>
</tr>
</thead>
<tbody>
<tr>
<td>b)</td>
<td>Has the vendor provided evidence that it has used this approach effectively to serve former clients?</td>
</tr>
<tr>
<td>c)</td>
<td>Did the proposal include an effective quality control system capable of identifying and correcting service delivery deficiencies?</td>
</tr>
</tbody>
</table>

(Possible = 15) Total:
Weighted Value: 1

(Total Possible = 15) TOTAL WEIGHTED SCORE:

REFERENCES:

NOTES:
CRITERION 7 – Financial Stability

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

Considerations (Rate each consideration from 0 to 5).
How well does the proposal address the following areas?

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>How well does the vendor demonstrate the financial stability required to fulfill the terms and conditions of the contract?</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>Does the proposal provide three (3) years of financial information?</td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td>Can the vendor conduct business with the Department without relying on advances? (Possible = 15)</td>
<td>Total: 1</td>
</tr>
</tbody>
</table>

(Weighted Value: 1)

(Total Possible = 15)

TOTAL WEIGHTED SCORE:

REFERENCES:

NOTES:
RATING SHEET FOR THE PROGRAMMATIC PROPOSAL

Vendor: _________________________________________________________________
Evaluator Name: ________________________________________________________

Appendix IX continued …

Response to _______________________________
Proposal Tab ___; Addressing Sections ______________________________

<table>
<thead>
<tr>
<th>CRITERION 8 – Cost Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>How well does the proposal demonstrate the competitiveness, reasonability, and necessity of the costs proposed for project activities or service delivery?</td>
</tr>
</tbody>
</table>

Considerations (Rate each consideration from 0 to 5).

How well does the proposal address the following areas?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>How well does the budget narrative clearly support the proposed line item budget?</td>
</tr>
<tr>
<td>b)</td>
<td>To what extent does the budget narrative clearly support the project activity or service delivery described in the reply?</td>
</tr>
<tr>
<td>c)</td>
<td>How reasonable is the method for determining costs or prices described in the cost proposal?</td>
</tr>
<tr>
<td>d)</td>
<td>How well are indirect costs allocated to this project justified in the cost proposal?</td>
</tr>
<tr>
<td>e)</td>
<td>Are the administrative costs proposed in the proposal reasonable?</td>
</tr>
</tbody>
</table>

(Possible = 25) Total: 1
Weighted Value: 1

(Total Possible = 25) TOTAL WEIGHTED SCORE:

REFERENCES:

NOTES: