

**STATE OF FLORIDA**  
**DEPARTMENT OF CHILDREN AND FAMILIES**  
Office Economic Self-Sufficiency



**REQUEST FOR PROPOSAL**

**Supplemental Nutrition Assistance Program Information and  
Application Assistance Services**

**RFP#: RFP030618FCO1**  
**Release Date: MAY 7, 2018**

**COMMODITY CODES:**

85151601 NUTRITION PROGRAMMING SERVICES  
92101503 COMMUNITY OUTREACH PROGRAMS  
93131600 FOOD AND NUTRITION POLICY PLANNING AND PROGRAMS

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**NOTE: In addition to the Appendices included in this document, the Appendix listed as VIII-XIV above are stand-alone documents that must be included in this solicitation. These documents can be found posted with this RFP on the Department of Management Services Vendor Bid System.**

## **SECTION 1. INTRODUCTION**

### **1.1 Introduction to the Procurement**

The Department of Children and Families (Department), Office of Economic Self-Sufficiency (ESS) is the agency in Florida that implements the Supplemental Nutrition Assistance Program (SNAP). SNAP helps low-income people buy the food they need for good health. Although SNAP is a federal program, it is administered by State agencies and local social and human service offices.

The Department is seeking proposals from eligible entities, who can support the required 50% match commitment, to deliver a variety of SNAP outreach services to underserved, low-income populations throughout the State of Florida. Just as the food assistance benefits program offers the opportunity for improved nutrition, it also offers progress toward economic self-sufficiency for participants. Florida continues to have pockets of poverty in some of its counties, and SNAP outreach activities can provide food to low income households; stimulate the local and state economy; and assist qualified clients with access to other SNAP programs, such as SNAP - Education and Training services. Services resulting from contracts awarded as a result of this procurement will provide community-based food assistance solutions to underserved and vulnerable populations and to those parts of the state demonstrating the greatest needs for such services.

### **1.2 Statement of Purpose**

The Department is issuing this solicitation for the purpose of identifying qualified not for profit vendor(s) or local government entities to perform SNAP outreach activities with low-income populations (households and individuals) potentially eligible for SNAP benefits with a focus on individual assistance in support of applying for SNAP benefits. Activities include, but are not limited to, preparatory activities (such as information dissemination targeted to relevant populations) in advance of providing direct client services and direct application assistance with documentation submission assistance and other follow up support services. SNAP outreach services are defined in the United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program: State Outreach Plan Guidance dated July 2017 (the Guidance). The allowable activities are outlined in the Guidance. Any person or entity interested in submitting a proposal must comply with any and all terms and conditions described in this Request for Proposal (RFP).

The Department intends to award one or more contracts until the current allocated budget amount is reached. Upon increase to the budget amount and approval of additional budget authority the Department reserves the right to award additional contracts to selected responsive vendors. The Department reserves the right to partially fund a proposal. Vendors are required to commit to and provide a 50% cash match of the total cost of performing the activities and services to support the contract resulting from this RFP.

### **1.3 Term of the Agreement**

The anticipated start date of the resulting contract(s) is **October 1, 2018**. The anticipated duration of the contract is four (4) years after the start of service. The contract(s) may be renewed for a period not to exceed four (4) 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 funding. 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.

#### 1.4 Contact Person and Procurement Manager

This RFP is issued by the State of Florida, Department of Children and Families. The sole contact point for all communication regarding this RFP is:

Florida Department of Children and Families  
Ashley Davis  
1317 Winewood Blvd., Bldg. 3  
Tallahassee, FL 32399-0700  
[Ashley.Davis@myflfamilies.com](mailto:Ashley.Davis@myflfamilies.com)

All contact with the Procurement Manager shall be in writing via electronic mail, U.S. Mail, or other common courier. Facsimiles and telephone calls will *not* be accepted, for any reason.

#### 1.5 Definitions

The program or service specific terms and definitions that apply to this RFP can be found in Section E of the Guidance.

Additional definitions can be found in **APPENDIX XI – the Department’s STANDARD INTEGRATED CONTRACT PART 2, Exhibit A – Special Provisions.**

Standard Contract Definitions are located at  
<http://www.dcf.state.fl.us/admin/contracts/docs/GlossaryofContractTerms.pdf>.

#### 1.6 Supporting Documentation

This table lists the supporting documentation, and the associated link to download the supporting documentation.

Subject	Description	Link
Supplemental Nutrition Assistance Program (SNAP) State Outreach Plan Guidance	SNAP-Outreach Guidance includes definitions, information, requirements, allowable activities and costs, and required template formats	<a href="https://www.fns.usda.gov/snap/state-outreach-plan-guidance">https://www.fns.usda.gov/snap/state-outreach-plan-guidance</a>
2 CFR Part 200	Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards	<a href="https://www.gpo.gov/fdsys/pkg/CFR-2017-title2-vol1/pdf/CFR-2017-title2-vol1-subtitleA-chapII.pdf">https://www.gpo.gov/fdsys/pkg/CFR-2017-title2-vol1/pdf/CFR-2017-title2-vol1-subtitleA-chapII.pdf</a>
7 CFR Part 277	FNS Payment of Certain Administrative Costs	<a href="https://www.gpo.gov/fdsys/granule/CFR-2005-title7-vol4/CFR-2005-title7-vol4-part277">https://www.gpo.gov/fdsys/granule/CFR-2005-title7-vol4/CFR-2005-title7-vol4-part277</a>

Subject	Description	Link
Subsection 287.058(1)(b), F.S., Section 112.061, F.S., and CFOP 40-1, Official Travel of the Department of Children and Families Employees	Rules governing payments by the state for traveling expenses	<a href="http://www.leg.state.fl.us/statutes/">http://www.leg.state.fl.us/statutes/</a> and <a href="http://www.dcf.state.fl.us/admin/publications/policies.asp">http://www.dcf.state.fl.us/admin/publications/policies.asp</a>
Florida Department of Children and Families – Economic Self-Sufficiency Program	General information about food assistance benefits (SNAP) and eligibility	<a href="http://www.myflfamilies.com/service-programs/access-florida-food-medical-assistance-cash/food-assistance-and-suncap">http://www.myflfamilies.com/service-programs/access-florida-food-medical-assistance-cash/food-assistance-and-suncap</a>
Florida Department of Financial Services Reference Guide for State Expenditures	Provides expenditure guidance and requirements	<a href="http://www.myfloridacfo.com/aadir/reference_guide/">http://www.myfloridacfo.com/aadir/reference_guide/</a>

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

Small Businesses, Certified Minority and Florida Certified Veteran 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 5.2**) and are otherwise responsive will be eligible for evaluation. Oral presentations by vendors may be permitted as part of the evaluation process. For further information regarding oral presentation please refer to **Section 4.2.5 TAB 3: EXECUTIVE OVERVIEW**. 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 or take other actions (see 2.11.4).

### **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) located at: [http://www.myflorida.com/apps/vbs/vbs\\_www.main\\_menu](http://www.myflorida.com/apps/vbs/vbs_www.main_menu)

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 located in chapter 119, Florida Statutes (F.S.). **Section 4.4** addresses the submission of trade secret and other information exempted from public inspection.

### **2.3 Protests and Disputes**

Any protest concerning this solicitation shall be made in accordance with subsections 120.57(3) and 287.042(2), F.S., and Chapter 28-110, Florida Administrative Code (F.A.C.).

Failure to file a protest within the time prescribed in subsection 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 Limitations**

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state approved holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response. As part of a response to a Department request for additional or clarifying information, Vendor representatives may communicate directly with other Department personnel or consultants identified by the Procurement Manager for such purposes.

#### 2.4.2 Violation of Contact Limitations

Violations of **Section 2.4** of this RFP will be grounds for rejecting a proposal, if determined by the Department to be material in nature.

#### 2.5 Schedule of Events and Deadlines

Activity	Date	Time Eastern	Address	Section Reference
RFP advertised and released on Florida VBS:	May 7, 2018	5:00 PM	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>	2.2.1
*Solicitation Conference (Call) to be held:	May 16, 2018	10:00 AM	Conference Call Line: 1-888-670-3525 Participant Code: 4721375608#	2.6
Submission of written inquiries must be received by:	May 23, 2018	5:00 PM	Attn: Ashley Davis Procurement Manager Dept. of Children & Families 1317 Winewood Blvd., Bldg.3, Room 202 Tallahassee, FL 32399-0700 <a href="mailto:Ashley.Davis@myflfamilies.com">Ashley.Davis@myflfamilies.com</a>	2.7
Anticipated date for posting Department's Response to Inquiries:	May 31, 2018	5:00 PM	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>	2.7
Notice of Intent to Submit a Proposal	June 4, 2018	5:00 PM	Attn: Ashley Davis Procurement Manager Dept. of Children & Families 1317 Winewood Blvd., Bldg.3, Room 202 Tallahassee, FL 32399-0700 <a href="mailto:Ashley.Davis@myflfamilies.com">Ashley.Davis@myflfamilies.com</a>	2.8
Sealed Proposals must be received by the Department:	June 28, 2018	2:00 PM	Attn: Ashley Davis Procurement Manager Dept. of Children & Families 1317 Winewood Blvd., Bldg. 3, Room 202 Tallahassee, FL 32399-0700 <a href="mailto:Ashley.Davis@myflfamilies.com">Ashley.Davis@myflfamilies.com</a>	2.9, 4.1
*Proposal Opening and Review of Mandatory Requirements:	June 28, 2018	3:00 PM	Dept. of Children & Families 1317 Winewood Blvd., Bldg. 3, Room 202 Tallahassee, FL 32399-0700	4.2.3., 5.2



Activity	Date	Time Eastern	Address	Section Reference
*Debriefing Meeting of the Evaluators and ranking of the proposals:	July 27, 2018	3:00 PM	Dept. of Children & Families 1317 Winewood Blvd., Bldg. 3, Room 202 Tallahassee, FL 32399-0700	5.3
Anticipated posting of Intended Contract Award:	August 22, 2018	5:00 PM	DMS VBS Electronic Posting site: <a href="http://myflorida.com/apps/vbs/vbs_wvw.main_menu">http://myflorida.com/apps/vbs/vbs_wvw.main_menu</a>	5.4
Anticipated Effective Date of Contract:	October 1, 2018	N/A	N/A	1.3

All times in the event schedule are local times for the 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

The purpose of the Solicitation Conference is to review the RFP with interested vendors. The Department encourages all prospective vendors to participate in the solicitation conference, during which vendors may pose questions. The Solicitation Conference for this RFP will be held at the time and date specified in **Section 2.5**. Participation in the Solicitation Conference is **not** a pre-requisite for acceptance of proposals from prospective vendors. The Department shall be only bound by written information that is contained within the solicitation documents or formally posted as an addendum or a response to questions.

## 2.7 Written Inquiries

Other than during the Solicitation Conference prospective vendor questions will only be accepted if submitted as written inquires 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**. Vendors should use the template provided in **APPENDIX IV** of this RFP to submit written inquiries. Written inquires will not be accepted by facsimile.

The responses to all inquiries will be made available by the date and time specified in **Section 2.5** through electronic posting on the VBS at: [http://vbs.dms.state.fl.us/vbs/main\\_menu](http://vbs.dms.state.fl.us/vbs/main_menu).

## 2.8 Notice of Intent to Submit a Proposal

Vendors who are interested in responding to this RFP are encouraged to send a Notice of Intent to Submit a Proposal (**APPENDIX I**) to the Procurement Manager specified in **Section 1.4**, on or before the date and time specified in **Section 2.5**. Submission of a Notice of Intent is **not** a pre-requisite for acceptance of proposals from prospective vendors.

## **2.9 Receipt of Proposals**

### **2.9.1 Proposal Deadline**

Proposals must be received by the Department no later than the date/time and at the address provided in **Section 2.5**. At the sole discretion of the Department, any proposals that are not received at the specified address, by the specified date and time, may not be evaluated; however, in such an event, the Department will retain one unopened original. All methods of delivery or transmittal to the Department's contact person remain the responsibility of the prospective vendor and the risk of non-receipt or delayed receipt shall be borne exclusively by the prospective vendor.

### **2.9.2 Binding Proposals**

By submitting a proposal, each vendor agrees its proposal shall remain a valid offer for at least 120 calendar days after the proposal opening date and, in the event the contract award is delayed by appeal or protest, such 120 calendar day period is extended until entry of a final order in response to such appeal or protest.

### **2.9.3 Changes to Proposals After Submission Prohibited**

Once the proposal opening deadline has passed, no changes, modifications, or additions to the proposal submitted will be accepted by or be binding upon the Department.

### **2.9.4 Reserved**

### **2.9.5 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.

## **2.10 Form PUR 1001 (APPENDIX XIII)**

The standard "General Instructions to Respondents" Form PUR 1001 (10/06) is hereby incorporated into this RFP by reference as if fully recited herein. Sections 3, 4, 5, 14, and 18 of Form PUR 1001 are not applicable to this solicitation. In the event of any conflict between Form PUR 1001 and this RFP, the terms of this RFP shall take precedence over Form PUR 1001, unless the conflicting term is required by Florida law, in which case the term contained in Form PUR 1001 shall take precedence. Form PUR 1001 (**APPENDIX XIII**) and is also available at:

[http://www.dms.myflorida.com/media/purchasing/pur\\_forms/1001\\_pdf](http://www.dms.myflorida.com/media/purchasing/pur_forms/1001_pdf).

## **2.11 Department's Reserved Rights**

### **2.11.1 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 the vendor to provide clarifying information or additional materials to correct the minor irregularity. However, the 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.

### **2.11.2 Right to Inspect, Investigate, and Rely on Information**

In ranking proposals and in making a final selection, the Department reserves the right to inspect a vendor's facilities and operations, to investigate any vendor representations and to rely on information about a vendor in the Department's records or known to its personnel.

### **2.11.3 Rejection of All Proposals**

The Department reserves the right to reject all proposals 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.

### **2.11.4 Withdrawal of RFP**

The Department reserves the right to withdraw the RFP or amend its Notice of Award 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.

### **2.11.5 Reserved**

### **2.11.6 Other Reserved Rights**

The Department reserves all rights described elsewhere in this RFP.

## **SECTION 3. SPECIFICATIONS**

### **3.1 Mandatory Requirements**

The vendor must meet the requirements of **Section 4.2.3**. A proposal that fails to meet the Mandatory Requirements will be deemed nonresponsive and will not be evaluated.

### **3.2 Minimum Programmatic Specifications**

The selected vendor shall perform the tasks outlined in **APPENDIX XI - the Department's STANDARD INTEGRATED CONTRACT PART 2** in accordance with all terms thereof, which is being posted on the VBS along with this RFP, and incorporated by reference.

#### **3.2.1 Documentation of Exempt Status as Not for Profit or Local Government Entity**

Vendor responses must include documentation to validate the organization exempt status as a Not for Profit or Government Entity. Acceptable documentation includes: copy of the organization's Determination Letter or governmental information letter issued by the United States Internal Revenue Service (IRS) or documentation indicating the vendor is listed on the IRS's Exempt Organization List.

### **3.3 Minimum Financial Specifications**

The selected vendor(s) shall be compensated in the manner set forth in **APPENDIX XI - the Department's STANDARD INTEGRATED CONTRACT PART 2, EXHIBIT F** in accordance with all terms therein.

The resulting contract will be a cost reimbursement contract. The vendor must be fiscally able to cover 100% of the cost of providing allowable services prior to being reimbursed for allowable expenses (not to exceed 50% of the cost). The vendor must have a system to capture and report all expenses in a manner consistent with the fiscal record keeping and reporting requirements of the Guidance, including but not limited to 2 CFR 200, Office of Management and Budget Uniform Administrative

Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and 7 CFR 277.

### **3.3.1 Funding Sources**

Vendor (s) awarded these funds must provide the cash to support 50% of the costs associated with allowable and approved program activities. Pursuant to the Guidance provided by FNS, program activities that are not allowable for reimbursement of federal funding, cannot be included in the provider's 50% match portion. Other federal funding and/or cash that is either used or committed as match for other federal dollars cannot be used to fulfill the 50% match requirement.

FNS provides the Department with federal grant dollars to reimburse providers up to 50% of allocable, allowable, reasonable and necessary costs associated with approved SNAP-Outreach activities to low-income individuals and households.

SNAP-Outreach is 50% federally funded through a USDA FNS grant that is awarded based on the State's submission and federal approval of the SNAP-Outreach State Plan (State Plan) pursuant to the Guidance. Appropriation for budget authority is set by the Legislature each state fiscal year. Funding is contingent on both FNS approval of the State Plan budget and release of funds to Florida and on budget authority appropriation by the Legislature. The contract(s) resulting from this procurement is subject to the availability of funding annually.

The anticipated total funding amount for the SNAP-Outreach contract(s) is \$252,589.00 annually. Funding is based on the estimated federal program allocation for Florida and the Department's current and anticipated budget authority each year.

### **3.3.2 Allowable Costs**

All costs must benefit a federal program or program component in order to be reimbursable from Federal funds. Information regarding allowable and unallowable costs for SNAP-Outreach is included in the Guidance. All costs must be considered by FNS and the Department to be allowable, reasonable and necessary for the provision of covered services and in accordance with the State of Florida, Department of Financial Services, Reference Guide for State Expenditures. In addition, all costs must be allocable to the contract resulting from this RFP.

Further detail on funding, costs, documentation, and reimbursement is outlined in **APPENDIX XI - the Department's STANDARD INTEGRATED CONTRACT PART 2**. Activities must be approved by the Department prior to the start of the activity. Changes to components, activities and/or event locations must be approved by the Department *prior to* the obligation of these federal funds. Refer to the Guidance.

### **3.3.3 Funding for Services Only**

There will be no funds awarded or associated with the resulting contract for start-up or readiness activities. Such costs will be borne exclusively by the successful vendor.

## **3.4 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-1.031, F.A.C. Vendors 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 the contract, if any.

### **3.5 Composition of the Contract**

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

#### **3.5.1 Department's Standard Integrated Contract**

The Department's Standard Integrated Contract Part 1 contains general contract terms and conditions required by the Department for all vendors. In addition, the Department's Standard Integrated Contract Part 2 contains additional contract terms and conditions governing the performance of work, the clients to be served, required deliverables, performance standards, and compensation. The Department's Standard Contract is available as a separate document on the VBS along with the advertisement for this RFP.

#### **3.5.2 Form PUR 1000 (APPENDIX XII)**

Form PUR 1000 is incorporated by reference into the Department's Standard Integrated Contract. Form PUR 1000 (APPENDIX XII) and is also available at:

[http://www.dms.myflorida.com/media/purchasing/pur\\_forms/1000\\_pdf](http://www.dms.myflorida.com/media/purchasing/pur_forms/1000_pdf).

#### **3.5.3 Other Attachments or Exhibits**

All other attachments and exhibits to the contract referenced in this RFP shall also be part of the resulting contract, if any.

### **3.6 Order of Precedence**

In the event of conflict among the foregoing contract documents, the following order of precedence will apply. The proposal submitted in response to this RFP and any additional submittals may be incorporated into or attached to the contract but will not change the provisions or order of precedence outlined below.

#### **3.6.1 APPENDIX X - Department's STANDARD INTEGRATED CONTRACT.**

**3.6.2** The vendor's proposal and any additional submittals, if incorporated into or attached to the contract.

## **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 address set forth in **Section 2.5**. The vendor must choose the appropriate means for delivery, and is exclusively responsible for receipt of the proposal by the Procurement Manager. At the sole discretion of the Department, any proposals that are not received at the specified address, by the specified date and time, may be not be evaluated. See also **Section 2.9.1**.

#### **4.1.2 Electronic Transmittal of Proposals Not Accepted**

Facsimile or electronic transmissions of proposals will not be accepted.

#### **4.1.3 Proposal Amendments**

Any amendments to the proposal as originally submitted by the vendor must comply with the requirements of this section and must be received by the deadline specified in **Section 2.5**.

#### **4.1.4 Number of Copies Required and Format for Submittal**

Vendors shall submit one (1) original and five (5) hard copies of the Programmatic Proposal, one (1) original and five (5) hard copies of the Financial Proposal and one (1) original and one (1) hard copy of the Financial Stability binder. The original Programmatic Proposal and the Financial Proposal submitted to the Department must contain an original signature of an official who is authorized to bind the vendor to its proposal. Six (6) electronic copies (on CD-ROM) of the proposal, each containing both parts of the proposal (programmatic and financial), identical to the hard copies, must also be submitted with the hard copies.

Proposals must be submitted in the format specified in the Guidance, Section C.

#### **4.1.5 Proposals to be in Sealed Container**

All original, hard copies and electronic copies of the vendor proposal must be submitted in a sealed container. The container 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 and Financial Proposal for Supplemental Nutrition Assistance Program Information and Application Assistance Services). The original proposal must be clearly marked as such, and the copies identified and numbered (i.e., original, copy #1 of 6, etc.).

#### **4.1.6 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, labeled and submitted as specified in **Section 4.2** for the Programmatic Proposal and in **Section 4.3** for the Financial Proposal.

The original copy of both the Programmatic and the Financial Proposal submitted to the Department must contain an original signature of an official who is authorized to bind the vendor to their proposal.

#### **4.1.7 Electronic Copy Format**

The required electronic format of the proposal must be on non-rewritable CD-ROM. The software used to produce the electronic files must be Adobe portable document format ("pdf"), version 6.0 or higher. Proposals must be able to be opened and viewed by the Department utilizing Adobe Acrobat, version 9.0. The electronic copies must be identical to the original proposal submitted, including the format, sequence and section headings identified in this RFP. The electronic media must be clearly labeled in the same manner as the hard copies and submitted with the corresponding hard copies. The hard copy marked "original" shall take precedence over the electronic version(s) of the proposal and all non- "original" hard copy versions of the proposal in the event of any discrepancy. If a discrepancy is found between the hard copy proposal marked "original" and any of the electronic versions submitted on CD-ROM, the Department reserves the right, at its sole discretion, to reject the entire proposal.

### **4.2 Content of the Programmatic Proposal**

The programmatic proposal shall be limited to a total of 100 pages.

#### **4.2.1 Programmatic Proposal Title Page**

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

- A. Title of proposal;
- B. RFP number;

- C. Prospective vendor’s name and federal tax identification number;
- D. Name, title, telephone number and address of person who can respond to inquiries regarding the proposal;
- E. Name of program coordinator (if known); and
- F. Proposed service area (county (ies)) for proposal being submitted.

**4.2.2 Cross Reference Table**

Vendor proposals must include a cross-reference between the proposal and the RFP requirements in **Section 5**. Separate cross-reference tables must be developed for the Programmatic and Financial Proposals. The Programmatic cross-reference table must be directly behind the title page in the Programmatic Proposal. The Financial Proposal cross-reference table must be directly behind the title page in the Financial Proposal. Both cross-reference tables must be formatted as follows:

**SAMPLE PROPOSAL CROSS REFERENCE TABLE**

RFP			PROPOSAL		
Page(s)	Sect/Part	Subject	Subject	Page(s)	Sect/ Part
15	4.2.1	Title Page	Title Page		
16	4.3	Required Vendors Statements and Certifications	Required Vendors Statements and Certifications		
16	4.4	Statement of Need	Statement of Need		
17	4.5	Vendor’s Description of Project	Vendor’s Description of Project		

**4.2.3 TAB 1: MANDATORY REQUIREMENTS**

The following are the Mandatory Requirements for this RFP:

**4.2.3.1 Certificate of Signature Authority**

The proposal must include a signed certificate (APPENDIX II), 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.

**4.2.3.2 Attestation of Financial Commitment**

The proposal must include a completed Attestation of Financial Commitment Form (APPENDIX XIV). The attestation form must be signed by the signature authority as determined in **Section 4.2.3.1** of this RFP.

**4.2.3.3 Mandatory Certifications**

The proposal must include a Mandatory Certifications - Master Certification (APPENDIX III) 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 (m).

**4.2.3.4 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 (n) through (q) for which a vendor qualifies. Completion of the Tie Breaking

Certifications is mandatory for qualifying vendors if the vendor does not desire to waive all rights to consideration of a “tie breaker.”

#### **4.2.4 TAB 2: TABLE OF CONTENTS**

#### **4.2.5 TAB 3: EXECUTIVE OVERVIEW** (Limited to three (3) pages)

The vendor shall provide a brief Executive Overview demonstrating an understanding of the RFP purpose stated in **Section 1.2**, and the needs specified in this RFP. The Executive Overview should also include a brief description of the vendor’s organization, leadership credentials, approach for Scope of Work services, management of Performance Specifications, and completing Deliverables as defined in **APPENDIX XI - the Department’s STANDARD INTEGRATED CONTRACT PART 2**. Vendors interested in providing an Oral Presentation to the Department on its proposed services, must state its interest here. If vendor fails to state its interest here, the Department will assume that the vendor has no interest and an Oral Presentation will not be scheduled with that vendor. Pursuant to subsection 286.0113(2)(b)1., F.S., vendor’s Oral Presentations are exempt from public meeting.

#### **4.2.6 TAB 4: SERVICES APPROACH AND SOLUTION**

**4.2.6.1** The vendor shall present the plan for performing the services described in the vendor’s proposal. The Guidance and corresponding template formats must be used in submitting a response to this RFP. Vendor’s proposals must submit projects as a multi-year (4-year) plan in the format described in the Guidance. The vendor must address how the proposed services and those described in the Department’s **STANDARD INTEGRATED CONTRACT PART 2** will be accomplished and specify what counties/geographic areas in Florida are to be served, which target populations, and what activities will be the vendor’s primary focus.

**4.2.6.2** In its response to the RFP, the vendor must demonstrate that it has a clear understanding and knowledge of the SNAP program and general eligibility requirements, Florida SNAP application assistance processes, the SNAP-Outreach program, the proposed target population(s) and locations, the ability to establish and maintain partnerships, and to perform programmatic and fiscal monitoring. The vendor is encouraged to be innovative in planning for the provision of services.

**4.2.6.3** The vendor’s proposed target area(s) and population(s) must be presented in its response to the RFP and must be supported by a needs assessment that contains the elements listed in the Guidance, Section C (see item 2. Statement of Need). The response must clearly identify the target population(s), how they were determined, how they will be reached, and the anticipated number of individuals that will be reached through the proposed activities and clearly identify the number anticipated to be directly aided in the application process. Although vendors may present a proposal to work with any population within Florida that is evidenced by the needs assessment as in need of additional assistance, preference will be given to vendors which propose projects that customize services for aiding two (2) or more of the following populations:

- Veterans
- Elderly
- Disabled
- Homeless
- Transitional Youth (Foster children transitioning or having transitioned out of foster care)
- Underserved populations (geographically or otherwise) living below the poverty level



**4.2.6.4** The secondary goal of the Department is to contract for services that provide value to both Florida’s citizens and to the state with a positive return on the investment in this program. To this end, proposals will be evaluated with regard to the attributions of the proposed project(s) in terms of cost and the number of individuals assisted as one of the criteria. Vendors are cautioned, however, to emphasize quality and customer service in interactions with clients as this too will be evaluated. Proposals must show the estimated number of individuals expecting to be served through the projects proposed and the primary activities to be performed while taking into account that these are inclusive of tasks that directly assist the person in applying for benefits (e.g. application and documentation assistance) as well as those that help them become more self-sufficient (e.g. instruction on MyACCESS Account and email notification). The Provider must integrate a holistic approach in serving the most vulnerable of Florida’s population. Vendors will be held to a performance standard for application approval rates as a testament to quality of service and a true representation of fully serving those individuals needing additional assistance with the application and the documentation or follow up support that may be required when helping individuals through the eligibility process.

**4.2.6.5** Vendors are encouraged to develop projects with services that fall within the primary focus of the Department’s major goals providing direct client assistance (refer to **APPENDIX XI the Department’s STANDARD INTEGRATED CONTRACT PART 2** for primary activities) with supporting activities as needed. Although vendors will be evaluated on the inclusion of primary services at a minimum, vendors will be expected to develop robust and well-rounded community SNAP-Outreach projects. Please refer to the chart below for allowable activities listed in the current Guidance.

#	Allowable Activity
1.	Eligibility Pre-Screening
2.	Application Assistance
3.	Assistance obtaining application verification documents
4.	Information dissemination in locations where low income people gather
5.	Outreach exhibit or booth at community event
6.	Conducting outreach workshops with community organizations at their locations
7.	Informational websites and other social media sites that provide factual information that is not intended to persuade an individual to apply for SNAP. Note that radio, television, and billboard advertisements <b>are not permitted</b> to promote SNAP benefits and enrollment.
8.	Information stating where SNAP benefits are accepted
9.	Factual information correcting myths or misconceptions about SNAP
10.	Toll-free information line or web address to provide information to potential clients
11.	Development of printed educational or informational materials for potential clients
12.	Use or customization of FNS outreach materials for clients
13.	Training or train-the-trainer programs for SNAP outreach workers

14.	Translation of materials and bilingual accommodation to convey eligibility requirements and assist persons with limited English proficiency during the application process
15.	Contingent activities related to Disaster SNAP (D-SNAP) operations

**a. Primary Activities**

Although vendors may present proposals with allowable activities in accord with the Guidance, the Primary Activities preferred by the Department are listed below and further described in **APPENDIX XI – the Department’s STANDARD INTEGRATED CONTRACT PART 2** and preference will be given to vendors whose proposals emphasize these activities.

- Eligibility Prescreening (as applicable)
- Application Assistance
- Documentation Assistance

**b. Supporting Activities**

Additionally, the Department recognizes that there are other certain allowable that activities are important for a successful program. Supporting activities are allowable activities that are likely to occur as part of or to enhance the provision of Primary Activities. The Department recognizes that the following Supporting Activities are likely to include those listed below and further described in **APPENDIX XI – the Department’s STANDARD INTEGRATED CONTRACT PART 2** as well as other allowable activities. Vendors should propose well rounded, comprehensive projects for the highest degree of success in assisting Florida families.

- **Community Events:** Vendors with projects that include participation in community events should be clear on the purpose for participating, the population(s) being reached through the event, the anticipated number of events annually, and the event location(s) (type of site) and community based entity(ies) with which the vendor is partnering.
- **Information Dissemination:** Vendors with projects that include information dissemination should be clear on the purpose, the avenues for disseminating information, the types of locations where information dissemination is planned, the amount of time and resources directed to information dissemination, and how providing information aids in the completion of the primary activities.

If other Supporting Activities are proposed, vendors must make clear the need for such activities and identify the percentage of time and resources that will be dedicated to them.

**4.2.6.6 PROPOSAL FORMAT TO BE IN FORM OF DRAFT STATE PLAN**

The vendor must provide a complete and detailed proposal of its SNAP-Outreach program and describe in detail the project(s) being proposed. All elements listed in this section must be submitted in the format of a State Plan using the templates posted with this RFP (the templates parallel those identified in the Guidance). Include details of the needs assessment, intended programming, evaluation plans and processes, intended outcomes that align with the USDA and state goals, and provide budgets across all subprojects. Vendors shall submit projects as a multi-year (4-year) plan in the format described in the Guidance. The vendor must include, in the following order:

- A. Statement of Need:** Provide a concise description of the need for the projects. Include data such as trends in SNAP participation, and the incidence of hunger and food insecurity. Include the source and date of the data. Additional data such as demand for emergency

food providers, poverty rates, unemployment rates, or other similar information may also be provided to support the need.

**B. Outreach Plan Summaries:**

1. **Executive Summary:** Provide an overview of your outreach plan. Briefly describe your goals and expected results. Include the target audiences and the outreach strategies that will be implemented. Give a general description of your evaluation plan.
2. **Summary of Projects:** Complete the template table to provide a summary of the projects/initiatives you will implement. Give each project/initiative a number and a title. Refer to each project/initiative by number and title throughout the rest of your plan. Add more lines as needed.

**C. Project Details Table:** Complete this section for each project listed in the Summary of Projects Table. Reminder: If the Vendor has agreements/contracts/subcontracts in place to support the proposed services, copies must be available and provided to the Department upon request.

**D. Project Staffing Details Table:** Use this table as a worksheet to calculate the staffing cost for each project.

**E. Budget Detail:** Complete the budget detail table for each project listed in the Plan Summary.

**F. Budget Narrative/Justification:** Provide a budget narrative that justifies each cost and explains how the amount for each line was determined.

**G. Line Item Budget:** Complete the line item budget table to present an overall line item budget for the entire outreach plan. Summarize the information presented in the budget detail tables for each project to complete this table.

**4.2.7 TAB 5: COMPANY QUALIFICATIONS AND EXPERIENCE (Limited to 15 pages)**

This section shall be organized by the following information to describe and demonstrate its organizational qualifications to fulfill the requirements associated with completing the contract.

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

- The vendor must list all identified subcontracts, or the plan and approach to vet, identify and recruit and retain subcontractors, which will provide proposed services.
- Provide the requested information below which will demonstrate the vendor's and subcontractor(s)' ability to successfully complete the work described in this RFP and its appendices, attachments, exhibits and referenced supporting documentation. The vendor's and any proposed subcontractor(s)' information shall be shown separately.

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

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

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

- K. Names and addresses of all affiliated or related companies, partnerships or associations (including subcontractor, if any) and a brief description of its relationship to the vendor.
- L. If proposing to use any subcontractors to perform the work described in this RFP and **APPENDIX, XI the Department's STANDARD INTEGRATED CONTRACT PART 2**.

#### 4.2.8 TAB 6: CORE TEAM QUALIFICATIONS (Limited to 20 pages)

- The vendor shall describe the qualifications and credentials of their leadership team with an explanation of why the leadership team is qualified to lead their organization in meeting the needs of this RFP. In addition, the vendor must include résumés for key leadership personnel describing their work experience, education, and training as it relates to the requirements of this RFP and **APPENDIX X - the Department's STANDARD INTEGRATED CONTRACT**.
- The vendor shall describe the following for management, experience and qualifications of key personnel:
  - Key Personnel: Provide a detailed listing of the Key Personnel or team you propose for this engagement, including the titles of staff, related experience, team roles and their justification (if applicable).
  - Experience: Provide current and/or historical experience for the vendor's key personnel in any or all of the following areas: services similar in nature to those proposed, linguistic background, outreach activities or other federal programs, grant funded programs, and the target population.
- The proposal shall include the vendor's operational approach to the recruitment, training, supervision and retention of qualified personnel as described in **APPENDIX X - the Department's STANDARD INTEGRATED CONTRACT**.
- The vendor shall demonstrate the approach to recruitment of staff able to meet any unique cultural and linguistic needs described in the vendor's proposal and in **APPENDIX XI - the Department's STANDARD INTEGRATED CONTRACT PART 2**. The solution should address all applicable personnel grievance and conflict resolution practices. The vendor should explain how the organization, subcontractors, and staffing levels will best meet the performance standards required to perform properly. It is also important to describe the credentials for human resources, quality assurance, financial, information technology, and other key professional level employees.

### 4.3 Content of the Financial Proposal

#### 4.3.1 Financial Proposal Title Page

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

- A. Title of proposal;
- B. RFP number;
- C. Prospective vendor's name and federal tax identification number;
- D. Name, title, telephone number and address of person who can respond to inquiries regarding the proposal; and
- E. Name of program coordinator (if known).

### 4.3.2 TAB 1: FINANCIAL INFORMATION

#### 4.3.2.1 Financial Management

The vendor must describe its current financial management and accounting systems and capability to manage a cost reimbursement contract and comply with the fiscal record keeping and reporting requirements of the Guidance, including but not limited to 2 CFR 200, Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and 7 CFR 277.

#### 4.3.2.2 Proposed Service Efficiencies and Re-investment

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

#### 4.3.2.3 Ongoing Approach to Reduce Administrative Costs and Expand Services

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

#### 4.3.2.4 Local Match

The FNS SNAP-Outreach program reimburses 50% for allowable administrative program costs that are reasonable and necessary to operate approved activities. Vendors will be required to substantiate their ability to financially support 100% of all costs incurred for the provision of approved activities and services until such time that the *Monthly Request for Expenditure Reimbursement* is submitted to and processed for payment by the Department of Children and Families (DCF) at which time the Department will reimburse up to 50% (maximum) of the allowable, reasonable, necessary, and allocable expenditures approved by the contract manager.

Vendors *must* provide cash to support the remaining 50% of all approved, reasonable, necessary and allocable costs. Vendors must state the source of the cash match in the response to this RFP.

For Example:

Expense	TOTAL Costs Incurred (Allowable)	Request for Reimbursement 50% (Reimbursable Portion of Costs)	Provider Share / Cash Match 50% (Not Reimbursable)
Salaries	\$2,000	\$1,000	\$1,000
Copying	\$50	\$25	\$25
Communications	\$150	\$75	\$75
<b>Total(s)</b>	<b>\$2,200</b>	<b>\$1,100</b>	<b>\$1,100</b>

Not all costs associated with SNAP Outreach services or activities are allowable for reimbursement. Such activities include but are not limited to: radio, television and billboard advertising; acting as an authorized representative for clients; and the transportation of clients, etc. Outreach costs not allowable for reimbursement cannot be used to fulfill the vendor's cash match requirement. Additionally, neither federal funds received by the vendor nor cash utilized by the vendor as a match requirement for other federal programs can be used to fulfill this cash requirement. Examples of

unallowable expenses can be found on pages 25-26 of the Guidance. Further regulations on allowable and unallowable costs are found in the 2 CFR 200, 2 CFR 400 and 7 CFR 277.

#### 4.3.3 TAB 2: BUDGET

The vendor must provide a detailed list of all proposed project costs for the entire proposed contract period and renewal years, including by not limited to: quantity of items to be funded; price per item, and description of use. Indirect costs will not be reimbursed for the contract(s) resulting from this RFP; only direct costs necessary for the provision of services will be reimbursed as described herein. All budgets must be completed in the State Plan format (as described in **section 4.2.6.6** of this RFP); refer to **APPENDIX VIII: State Plan and Budget Instructions** and **APPENDIX IX: State Plan Templates**.

The Budget Detail for a multi-year State Plan must be submitted by federal fiscal year (Oct 1-Sept 30) for federal fiscal years 2019-2022. Once a vendor(s) has been selected, the selected vendor(s) shall work with the Department to complete the Line Item Budget by state fiscal year (July 1-June 30) for each SFY of the multi-year State Plan. The budget totals should be based on available funding projections and, if different, the vendor should explain the differences.

**4.3.3.1** In addition to the cost and budget detail instructions found in the Guidance, the vendor must also comply with the budget detail instructions provided in this RFP and be consistent with State standards. *“Miscellaneous” and “Other” are not acceptable expense line items.*

- A. The project budget should display all costs by expense category line item to be paid by the Department for the delivery of services resulting from this RFP and must be submitted on the state plan templates provided (**APPENDIX IX**).
- B. In addition to and in support of the project budget, a detailed description must be provided for each line item displaying the methodology used to calculate the total for the line item. 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.
- C. Documentation must show the percentage of costs being charged to the Department, if only part of the cost is allocable to the proposed projects (see **APPENDIX VII**).
- D. Identify the match funding and additional funding, if any, from other sources for the project(s); identify the amount and source of the funding.
- E. Indirect costs will not be reimbursed for the contract(s) resulting from this RFP.
- F. If any of the below line items are included in the budget the following applies:
  - 1. 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 to be funded in whole or in part by this project.
  - 2. Fringe benefits must display the calculation of costs, specifically the percentages or rates for each benefit being charged to this project.

3. Staff Travel is reimbursed as specified by Department travel policies and procedures in CFOP 40-1 and state statute (section 112.061, Florida Statutes).
4. Office expenses should be based on prior history, a reasonable estimated monthly expense or written vendor policy.
5. Rental or use of space must show the address, the square footage, the rate per square footage, the monthly rent, and what is included in the rental rate (e.g. utilities). Justify why the space is necessary and how the rental rate is comparable with similar properties in the surrounding area. Provide sufficient documentation to explain the percentage of cost being charged to this project and/or the calculation of the cost.
6. 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.
7. Materials must show the unit cost and total units needed, and justification including why the materials are needed and how they will be used.
8. Information Resource Technology (IRT) includes computers, monitors and other technology items costing less than \$1,000 each. IRT items must include a brief description of the item(s) to be purchased, the unit cost for each item and justification for each item. Recurring costs, if any, must show the estimated unit cost for each recurring cost associated with the delivery of services, including internet access, computer/network/printer maintenance, etc.
9. Equipment and/or materials to be purchased with a unit cost of \$1,000 or more, per item, for use under this project must be listed separately and show the number of units to be purchased, the estimated cost for each unit and justification for the item(s) being purchased.
10. Equipment and/or materials to be purchased with a unit cost less than \$1,000, per item, 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.
11. Subcontracted services, if any, must be clearly indicated and include the vendor(s) to be subcontracted with, the services to be provided, the estimated number of clients to be served and the costs for services (including the unit cost if relevant).
12. 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.

#### **4.3.4 SEPARATE BINDER: FINANCIAL STABILITY AND CAPABILITY**

**4.3.4.1** Evidence of adequate financial stability is a prerequisite to the award of a contract. To demonstrate financial stability, the vendor must submit copies of their independent financial and compliance audit reports and/or certified financial statements for the three (3) most recent fiscal years. The copies shall include all applicable financial statements, auditor's reports, management letters, and any corresponding re-issued audit components. If the vendor does not have audit reports for the three



(3) most recent years, reviewed or compiled financial statements with the applicable Certified Public Accountant's report shall be submitted. A newly created entity shall submit the requested financial reports from each of the founding collaborative partners. Examples of documentation include:

- Statements of Financial Position;
- Statements of Cash Flow;
- Statements of Changes in Financial Position;
- Auditors' Reports;
- Notes to Financial Statements;
- Summaries of Significant Accounting Policies;
- Federal Income Tax Return; and/or
- Any other relevant statistical information

**4.3.4.2** These documents must be contained in a 3-ring binder, separate from the rest of the response. The purpose of this documentation is to provide the Department with a basis for evaluating the vendor's financial capabilities for undertaking this project and the cost reimbursement nature of the contract.

**4.3.4.3** The Department will evaluate the information and may, at its sole discretion, reject the vendor's proposal if the information indicates that completion of a contract resulting from this RFP may be jeopardized by selection of the vendor. The Department reserves the right to request any additional information to assure itself of a vendor's financial status.

#### **4.4 Public Records and Trade Secrets**

##### **4.4.1 Proposals and Other Submissions Are Property of the State.**

These provisions supplement **APPENDIX XIII** Section 19 of Form PUR 1001 (2006). All materials submitted in the proposal or other response to this RFP become the property of the State of Florida, which shall have the right to use such ideas or adaptations of those ideas without cost or charge, regardless of selection or rejection of a proposal.

##### **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, F.S. A time-limited exemption from public inspection is provided for the contents of a proposal and other submittals pursuant to subsection 119.071(1)(b), F.S. 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 vendor's proposal or other submittal to this solicitation will be waived upon opening of the proposal or other submittal by the Department, unless the claimed trade secret information is submitted in accordance with this Section. This waiver includes any information included in the vendor's proposal or other submittal outside of the separately bound document described below.

##### **4.4.3 How to Claim Trade Secret Protection**

If the vendor 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 vendor 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. RFP030618FCO1-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, or the public pursuant to subsection 119.0701(2), F.S., 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 vendor 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 vendor 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 vendor's claim of exemption and, by submitting a proposal or other submission, the vendor 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 vendor agrees that it shall protect, defend, and indemnify, including attorney's fees and costs, the Department for any and all claims and litigation (including litigation initiated by the Department) arising from or relating to vendor's claim that the redacted portions of its proposal are confidential, proprietary, trade secret, or otherwise not subject to disclosure or the scope of the vendor's redaction.

### **SECTION 5. THE SELECTION METHODOLOGY**

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

#### **5.1 Selection Criteria**

The following Selection Criteria shall apply for this RFP:

Criteria
<ul style="list-style-type: none"> <li>Criteria 1: How well does the response demonstrate the vendor’s understanding of the need, program goals, and target population?</li> </ul>
<ul style="list-style-type: none"> <li>Criteria 2: How well does the response demonstrate that the vendor’s proposal will meet the major program goals, scope of service, performance specifications, and provide quality services?</li> </ul>
<ul style="list-style-type: none"> <li>Criteria 3: How well does the response demonstrate the vendor’s competence, capabilities and historical experience with the target population and services of the nature described in this RFP as well as their future capacity to deliver them?</li> </ul>
<ul style="list-style-type: none"> <li>Criteria 4: How well does the response demonstrate that the vendor’s administrative structure and other organizational capacity, staffing and training, and fiscal management approach is optimal for meeting the needs and requirements of this program?</li> </ul>
<ul style="list-style-type: none"> <li>Criteria 5: How reasonable and appropriate is the vendor’s financial proposal when considering the scope of the proposed projects, the anticipated project costs, and the number of participants served?</li> </ul>
<ul style="list-style-type: none"> <li>Criteria 6: Financial stability of the vendor.</li> </ul>

The Department may consider any information or evidence which comes to its attention and which reflects upon a Vendor’s capability to fully perform the contract requirements and/or the Vendor’s demonstration of the level of integrity and reliability which the Department determines to be required to assure performance of the contract.

## 5.2 Application of Mandatory Requirements

A vendor must meet all Mandatory Requirements (defined herein) in order to be considered for evaluation under this RFP. The Mandatory Requirements for this RFP are set forth in **APPENDIX V**.

**5.2.1** The Procurement Manager will examine each proposal utilizing **APPENDIX V** to determine whether the proposal meets the Mandatory Requirements specified in **APPENDIX V**. A proposal that fails to meet the Mandatory Requirements will be deemed nonresponsive and will not be evaluated.

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

## 5.3 Evaluation Phase Methodology

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

### 5.3.1 Scoring by Evaluators

The Department’s Evaluators will independently evaluate each Programmatic Proposal in accordance with the following criteria:

Criteria	Relative Value
<b>Criteria 1: How well does the response demonstrate the vendor’s understanding of the need, program goals, and target population?</b>	10%

Criteria	Relative Value
<p><u>Sub-Criterion 1.1</u></p> <ul style="list-style-type: none"> <li>○ How well does the proposal demonstrate the vendor’s ability to conduct a valid needs assessment and understand the identified target population?</li> <li>○ Are methods and sources used in the needs assessment valid and used appropriately?</li> <li>○ Does the needs assessment adequately define the target population(s) and their needs?</li> <li>○ Does the needs assessment consider the Department identified populations and identify areas and populations that are underserved and clearly state the reason for selection of the proposed area(s) and population(s)?</li> <li>○ Does the needs assessment take into consideration other programs serving low-income persons in the area(s) the vendor intends to provide services to avoid duplication of effort and/or areas already saturated with supportive programs?</li> </ul>	5%
<p><u>Sub-Criterion 1.2</u></p> <ul style="list-style-type: none"> <li>○ How well do the proposed services reflect the identified needs of the selected populations?</li> <li>○ How well does the response describe goals and activities that are relevant to the needs of Florida communities and the target populations?</li> <li>○ Are goals and activities consistent with those of the State and the Guidance?</li> <li>○ Are the proposed approaches, activities and materials (if any) adequately described and appropriate for the target population(s) identified in the proposal?</li> <li>○ Does the vendor demonstrate a clear understanding and knowledge of the SNAP program and general eligibility requirements?</li> </ul>	5%
<p><b>Criteria 2: How well does the response demonstrate that the vendor’s proposal will meet the major program goals, scope of service, performance specifications, and provide quality services?</b></p>	37%
<p><u>Sub-Criterion 2.1</u></p> <ul style="list-style-type: none"> <li>○ Does the vendor’s proposal include projects with services that fall within the primary focus of the Department of direct client assistance and support activities?</li> <li>○ Are all activities proposed allowable per the Guidance?</li> <li>○ Does the vendor’s proposal include projects that comprise, to a large extent, the Primary Activities listed in the RFP and the Department’s STANDARD INTEGRATED CONTRACT PART 2?</li> <li>○ Does the proposal include follow up support services (such as documentation gathering and submission assistance, etc.)?</li> <li>○ Are all Supporting Activities and other allowable activities proposed, if any, well supported as reasonable and necessary and supporting of the Primary Activities?</li> <li>○ Do the activities proposed include preparatory activities (such as information dissemination targeted to relevant populations) in advance of providing direct client services (direct application assistance, etc.) that are supportive of the Primary Activities?</li> <li>○ Does the proposal focus on and describe the performance of tasks that directly assist a client in applying for benefits (e.g. application and documentation</li> </ul>	22%

Criteria	Relative Value
<p>assistance) as well as those that help them become more self-sufficient (e.g. information and/or instruction on how to apply, collect/submit documentation, and use of MyACCESS Account, etc.)?</p> <ul style="list-style-type: none"> <li>○ Does the proposal emphasize quality and customer service in interactions with clients?</li> </ul>	
<p><u>Sub-Criterion 2.2</u></p> <ul style="list-style-type: none"> <li>○ Does the proposal include services for two (2) or more of the following populations: veterans, elderly, disabled, homeless, transitional youth and other underserved populations living below the poverty level?</li> <li>○ How well does the proposal demonstrate strategies (location and services, etc.) that will be effective for serving these populations?</li> </ul>	7%
<p><u>Sub-Criterion 2.3</u></p> <ul style="list-style-type: none"> <li>○ Does the proposal show the estimated number of individuals expecting to be served through the projects proposed and the primary activities to be performed?</li> <li>○ Are the number of people expected to be served impactful - is there value in the number reached in relation to size of and unique characteristics of the target population?</li> </ul>	2%
<p><u>Sub-Criterion 2.4</u></p> <ul style="list-style-type: none"> <li>○ Does the proposal demonstrate a coordinated approach? <ul style="list-style-type: none"> <li>○ Are coordination efforts designed so duplication of efforts is eliminated?</li> <li>○ Are partnerships included in the overall plan? If so, how well does the vendor describe partnership roles and responsibilities?</li> <li>○ Are proposed partnerships likely to be effective in extending reach to and meeting the needs of the target population?</li> <li>○ With or without partnerships how well does the proposal demonstrate the ability to work within the communities and locations of the target populations?</li> </ul> </li> <li>○ Are the location of services appropriate and likely to be successful in serving the target population?</li> </ul>	6%
<p><b>Criteria 3: How well does the response demonstrate the vendor’s competence, capabilities and historical experience with the target population and services of the nature described in this RFP as well as their future capacity to deliver them?</b></p>	<b>10%</b>
<p><u>Sub-Criterion 3.1</u></p> <ul style="list-style-type: none"> <li>○ How well does the proposal demonstrate competence, quality, and a standard of excellence? <ul style="list-style-type: none"> <li>○ Is the proposal complete, comprehensive, polished and submitted on the correct template formats?</li> <li>○ Does the proposal properly present the projects as a multi-year (4-year) plan and does it show sustained capacity and level of service with sustained excellence over time?</li> <li>○ How well does the proposal address how the proposed services and those described in the Department’s STANDARD INTEGRATED CONTRACT PART 2 will be accomplished (inclusive of the proposed project activities, additional required tasks, administrative tasks, etc.)?</li> </ul> </li> </ul>	5%

Criteria	Relative Value
<ul style="list-style-type: none"> <li>○ How well does the vendor plan to provide a quality assurance and programmatic and fiscal monitoring to ensure optimized and consistent services and goals are achieved?</li> </ul>	
<p><u>Sub-Criterion 3.2</u></p> <ul style="list-style-type: none"> <li>○ How well does the proposal demonstrate historical experience of the vendor and key personnel with the target population?</li> <li>○ How well does the proposal demonstrate historical experience of the vendor and key personnel with the types of services described in this RFP?</li> <li>○ How well do the qualifications and historical experience of the proposed key personnel reflect experience and expertise with the target population and services described in this RFP?</li> </ul>	5%
<p><b>Criteria 4: How well does the response demonstrate that the vendor’s administrative structure and other organizational capacity, staffing and training, and fiscal management approach is optimal for meeting the needs and requirements of this program?</b></p>	17%
<p><u>Sub-Criterion 4.1</u></p> <ul style="list-style-type: none"> <li>○ How well does the vendor demonstrate a staffing plan that is sufficient, reasonable, necessary and appropriate for the projects being proposed? <ul style="list-style-type: none"> <li>○ Is the number of staff based on the needs assessment, number of potential eligibles in the service area, target audience, demographic conditions (such as urban, suburban or rural) and type and scope of projects being proposed?</li> </ul> </li> <li>○ Do the qualifications of the proposed staffing team providing direct client services meet the linguistic needs of the target population?</li> <li>○ For those staff not directly involved in service delivery, such as administrative assistant, supervisory (if any) does the proposal justify these positions?</li> <li>○ Does the proposal provide an effective and reasonable administrative model and a practical logic model for staff to client ratio for direct assistance?</li> <li>○ How well do salaries relate to the work being performed?</li> </ul>	6%
<p><u>Sub-Criterion 4.2</u></p> <ul style="list-style-type: none"> <li>○ How well does the vendor’s financial management approach, proposed budget and related financial information meet the needs of this program? <ul style="list-style-type: none"> <li>○ Is a multi-year budget provided?</li> <li>○ Is the budget complete, detailed, accurate, mathematically correct, and submitted on the correct template formats?</li> </ul> </li> <li>○ How well does the response demonstrate the vendor’s ability to meet the requirement of supporting 50% of reimbursable costs or “match funding”? <ul style="list-style-type: none"> <li>○ Is the match funding an allowable cash match?</li> </ul> </li> </ul>	8%
<p><u>Sub-Criterion 4.3</u></p> <ul style="list-style-type: none"> <li>○ How well does the proposal demonstrate a financial capability and fiscal management approach that meets all requirements?</li> <li>○ Does the vendor have established internal accounting controls described in the proposal that demonstrate the vendor’s ability to track in detail all vendor and subcontractor expenditures?</li> </ul>	3%

Criteria	Relative Value
<b>Criteria 5: How reasonable and appropriate is the vendor’s financial proposal when considering the scope of the proposed projects, the anticipated project costs, and the number of participants served?</b>	<b>21%</b>
<u>Sub-Criterion 5.1</u> <ul style="list-style-type: none"> <li>○ How well does the vendor follow State and federal budgeting and cost requirements?</li> <li>○ Are costs detailed and justified as required by the Guidance and this RFP?</li> <li>○ Are only allowable and allocable costs listed in accordance with State requirements and the Guidance?</li> <li>○ Are costs reasonable and necessary in accordance with State and the guidelines?</li> </ul>	5%
<u>Sub-Criterion 5.2</u> <ul style="list-style-type: none"> <li>○ Are the costs reasonable and appropriate for the reach and function that the costs serve and do they benefit the program goal of providing application assistance services to eligible participants?</li> <li>○ Overall, is the vendor’s proposed cost justified for the services proposed and number of clients served? <ul style="list-style-type: none"> <li>○ How reasonable is the overall cost to support the proposal considering the number of participants estimated to be directly served through Primary Activities?</li> <li>○ How reasonable are the costs for Supporting Activities and other allowable activities, if any are proposed?</li> </ul> </li> <li>○ Does the vendor’s proposal identify any efficiencies that reduce the overall cost of the program for the Department?</li> <li>○ If any equipment, property, or information technology resources are proposed does the vendor provide sufficient evidence that they are allowable, reasonable and necessary for the provision of services and in accordance with the Guidance and State requirements?</li> </ul>	16%
<b>Criteria 6: Financial stability of the vendor.</b>	<b>5%</b>
<u>Sub-Criterion 6.1</u> <ul style="list-style-type: none"> <li>○ Does the vendor have adequate financial resources for performance of the proposed project, or have the ability to obtain necessary financial resources before beginning performance?</li> <li>○ Does the vendor possess adequate cash or operating capital to meet projected monthly operating expenses pending receipt of first, and subsequent contract payments?</li> </ul>	3%
<u>Sub-Criterion 6.2</u> <ul style="list-style-type: none"> <li>○ Independent Auditor’s Report, Financial Statement Opinion <ul style="list-style-type: none"> <li>○ Has the vendor satisfactorily completed all corrective actions related to findings in previous audits or areas brought to management’s attention in management letters?</li> <li>○ Has the vendor had any previous financial difficulties in performing contracts for the State?</li> </ul> </li> </ul>	2%
<b>TOTAL</b>	<b>100%</b>

### 5.3.2 Total Score of Proposals

The Procurement Manager will average the total programmatic point scores by each Evaluator to calculate the points awarded for each section. The Procurement Manager will use total points to rank vendors from 1 to n.

For example:

Firm	Raw Points Received	Rank
Company A	900	2
Company B	1000	1
Company C	800	3*
Company D	750	5
Company E	800	3*

*\*In the event that multiple firms have the same raw point score, the rank positions needed to cover those firms are the same. Each firm receives a rank of 3.*

This ranking will serve as the recommended ranking of the Department's Evaluators.

### 5.3.3 Report of the Procurement Manager

After developing the recommended ranking in accordance with **Section 5.3.2**, the Procurement Manager will provide to the Secretary or his or her designee a report on proposals deemed nonresponsive and, as to those deemed responsive, a report on the evaluation process and the recommended ranking of the Evaluators.

## 5.4 Final Selection and Notice of Intent to Award Contract

### 5.4.1 Selection of Vendor(s)

Absent a prior decision to reject all proposals or withdraw this procurement, the Secretary or designee shall notice, in writing, an intent to award to the responsible and responsive vendor(s) whose proposal(s) are determined in writing to be the most advantageous to the state, taking into consideration the price and other criteria as set forth in the request for proposals. In so doing, the Secretary or designee is not required to score the proposals, and will base this determination solely on which proposal is the most advantageous to the state. If the Secretary or designee determines that two (2) or more proposals are most advantageous to the state and are equal with respect to all relevant considerations, including price, quality, and service, and chooses to neither make multiple awards per 5.4.2, nor to reject all proposals or withdraw this procurement per 2.11.3 or 2.11.4, then the award will be made in accordance with section 295.187, F.S., and Rule 60A-1.011, F.A.C.

### 5.4.2 Reserved Rights

The Department reserves the right to:

- 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;
- Divide the work among vendors by type of service or geographic area, or both;



- Award contracts for less than the entire service area or less than all services encompassed by this solicitation, or both; and
- Award a contract which includes one or more subcontractors proposed by any other vendor(s).

#### **5.4.3 Posting Notice of Award**

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

#### **5.4.4 Reserved Rights After Notice of Intent to Award**

The Department reserves the right:

- To revise the budget or scope of services after award;
- To make all final decisions with respect to deliverables;
- After an increase in budget authority, to identify and award subsequent contracts to qualified vendor(s) as ranked and selected for contract and to post a Notice of Intent to Award accordingly;
- To post a notice of withdrawal or amendment of its Notice of Intent to Award; and
- To post a notice of withdrawal of award in the event that the selected Vendor fails to execute the contract or defaults in performance. In such event, the Department reserves the right to re-procure services in accordance with Rule 60A-1.006(3) F.A.C.

**APPENDIX I: NOTICE OF INTENT TO SUBMIT A PROPOSAL**

\_\_\_\_\_ (Vendor Name) wishes to inform the Florida Department of Children and Families of its intent to respond to the solicitation entitled "**Supplemental Nutrition Assistance Program Information and Application Assistance Services,**" RFP No. **RFP030618FCO1**.

PLEASE PRINT OR TYPE REQUESTED INFORMATION

Name of Authorized Official:	
Title of Authorized Official:	
Signature of Authorized Official:	
Date:	
Address:	
City, State, Zip:	
Telephone No:	
Facsimile No:	
E-mail Address:	

**APPENDIX II: CERTIFICATE OF SIGNATURE AUTHORITY**

<b>Check below and complete Section A or Section B</b>	
<input type="checkbox"/>	Vendor is not a sole proprietorship (Complete Section A)
<input type="checkbox"/>	Vendor is a sole proprietorship (Complete Section B)
<b>Section A</b>	
<p>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 # <b>RFP030618FCO1</b>, and, in so doing, to bind the named Vendor to the statements made therein.</p>	
Dated:	
Signature:	
Printed Name:	
Title:	
<p><b>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.</b></p>	
<b>Section B</b>	
<p>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 # <b>RFP030618FCO1</b>.</p>	
Dated:	
Signature:	
Printed Name:	

**APPENDIX III: VENDOR'S CERTIFICATIONS**

<b>MANDATORY CERTIFICATIONS</b>		
<b>MASTER CERTIFICATION</b>		
<p>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 # <b>RFP030618FCO1</b> (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 (m) 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.</p>		
<p><b>Check the applicable box next to the title to each certification:</b></p>		
<b>True</b>	<b>False</b>	
		<b>a. Certification of Binding Proposal and Acceptance of Terms of RFP and Contract Document</b>
		<b>b. Certification of Representations Per Section 9 of PUR 1001</b>
		<b>c. Certification of Authority to Do Business in Florida</b>
		<b>d. Statement of No Involvement</b>
		<b>e. Conflict of Interest Statement (Non-Collusion)</b>
		<b>f. Certification Regarding Subcontractors and Other Providers</b>
		<b>g. Certification Regarding Lobbying</b>
		<b>h. Certification Regarding Scrutinized Companies List</b>
		<b>i. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts/subcontracts</b>
		<b>j. Certification Regarding Prior Contractual Obligations</b>
		<b>k. Certification of Representations Per sections 287.133, and 287.134, F.S.</b>
		<b>l. Certification of a Drug Free Workplace</b>
		<b>m. Certification of Exempt Status as Not for Profit or Local Government Entity</b>
<p>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."</p>		
Signature of Authorized Representative:		Date:
<b>a. Certification of Binding Proposal and Acceptance of Terms of RFP and Contract Document</b>		
<p>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 Proposal (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.</p>		
<b>b. Certification of Representations Per Section 9 of Form PUR 1001</b>		
<p>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.</p>		
<b>c. Certification of Authority to Do Business in Florida</b>		
<p>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.</p>		

**d. Statement of No Involvement**

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 section 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.

**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 Proposal 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 Subcontractors and Other Providers**

By checking the "True" box in the Master Certification and signing the same, I hereby certify the Vendor's Agreement to the following: 1) The Department may request, and any vendor submitting a proposal to this RFP may propose, that such vendor use any of the subcontractors or providers used or identified by any other vendor submitting a proposal to this RFP; and 2) that the vendor waives any contract provision to the contrary.

**g. 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, United States 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.

#### **h. Certification Regarding Scrutinized Companies List**

By checking the "True" box in the Master Certification and signing the same, I hereby certify 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, F.S. 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 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.

#### **i. 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, 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 vendor is unable to certify to any of the statements in this certification, such prospective vendor 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 vendor whose contract/subcontract equals or exceeds \$25,000 in federal moneys must sign this certification prior to execution of each contract/subcontract. Additionally, vendors who audit federal programs must also sign, regardless of the contract amount. The Department of Children and Families cannot contract with these types of vendors 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 vendor shall provide immediate written notice to the contract manager at any time the vendor 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 procurement manager for assistance in obtaining a copy of those regulations.
- (5) The vendor 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 vendor 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 vendor 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 vendor's business location.

**j. Certification Regarding Prior Contractual Obligations**

By checking the "True" box in the Master Certification and signing the same, I hereby certify 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.

**k. 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 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.

**l. Certification of a Drug Free Workplace**

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

**m. Certification of Exempt Status as Not for Profit or Local Government Entity**

By checking the "True" box in the Master Certification and signing the same, I hereby certify the vendor is Exempt pursuant to Internal Revenue as a Not for Profit organization or Government Entity.

**TIE BREAKING CERTIFICATIONS**

Statutory Preferences When Awarding Contracts

Various provisions of Chapters 287 and 295, Florida Statutes, 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 reply.

**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 # **RFP030618FCO1** (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 (m) 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:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | n. Certification of a Certified Minority Business Enterprise         |
| <input type="checkbox"/> | o. Certification of a Service Disabled Veteran's Business Enterprise |
| <input type="checkbox"/> | p. Certification of a Florida Business                               |
| <input type="checkbox"/> | q. 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."

Signature of Authorized Representative:	Date:

**n. Certification of a Certified Minority Business Enterprise**

By checking the "True" box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization is a Certified Minority Business Enterprise in accordance with section 287.0943, Florida Statutes.

**o. Certification of a Florida Certified Veteran's Business Enterprise**

By checking the "True" box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization is a Service Disabled Veterans Business Enterprise in accordance with section 295.187, Florida Statutes.

**p. Certification of a Florida Business**

By checking the "True" box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization's principal place of business is located within Florida in accordance with section 287.084, Florida Statutes.

**q. Certification of a Foreign Manufacturer with a Factory in Florida**

By checking the "True" box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my manufacturing organization has a factory in Florida that employs over 200 employees working in Florida in accordance with section 287.092, Florida Statutes.



**APPENDIX IV: QUESTION SUBMITTAL FORM**

Each Vendor shall complete the form provided based on its questions relating to this RFP solicitation. The completed form shall be submitted in accordance with the instructions provided in **Section 2.7** of the RFP. The electronic response must be submitted as a Microsoft Word 2007, or later, version file format. This form may be expanded as needed to facilitate response to this requirement.

Vendor Name: [Enter Legal Name of Vendor]

Question Number	RFP Solicitation Section Number	RFP Page Number	Question/Comment
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

[Add rows as necessary.]

\_\_\_\_\_  
\*Signature of Authorized Representative

[Enter Name and Title of Authorized Representative]

\*Name and Title of Authorized Representative

\*This individual must have the authority to bind the vendor.

**APPENDIX V: MANDATORY CRITERIA CHECKLIST**

for: \_\_\_\_\_  
(Vendor Name)

**RFP030618FCO1**

Print Vendor's Name (Agency):

Print Name of Department Reviewer (Procurement Manager):

Signature of Department Reviewer:

Date:

Print Name of Department Witness:

Signature of Department Witness:

Date:

1. Was the proposal received by the date and time specified in the RFP and at the specified address?

(YES) = Pass                       (NO) = Fail

Comments:

2. Does the proposal include the following?

a.	Signed Certificate of Signature Authority, naming the vendor and its Authorized Representative (see note at bottom of Section A of Appendix II for acceptable alternatives).	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
b.	Master Certification, including the names of vendor and its Authorized Representative and signature of the Authorized Representative.	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
c.	Signed Attestation of Financial Commitment.	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail

3. Is the "True" box in the Master Certification checked for each of the following?

a.	Certification of Binding Proposal and Acceptance of Terms of RFP and Contract Document	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
b.	Certification of Representations Per Section 9 of PUR 1001	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
c.	Certification of Authority to Do Business in Florida	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
d.	Statement of No Involvement	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
e.	Conflict of Interest Statement (Non-Collusion)	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
f.	Certification Regarding Subcontractors and Other Providers	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
g.	Certification Regarding Lobbying	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
h.	Certification Regarding Scrutinized Companies List	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
i.	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts/subcontracts	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
j.	Certification Regarding Prior Contractual Obligations	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
k.	Certification of Representations Per Sections 287.133 and 287.134, Florida Statutes	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
l.	Certification of a Drug Free Workplace	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail
m.	Certification of Exempt Status as Not for Profit or Local Government Entity	<input type="checkbox"/> (YES) = Pass <input type="checkbox"/> (NO) = Fail

The proposal includes the following "tie breaker "certification documents:		
Appendix III n.-Certification of a Certified Minority Business Enterprise	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Appendix III o. -Certification of a Service Disabled Veteran's Business Enterprise	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Appendix III p.- Certification of a Florida Business	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Appendix III q. -Certification of a Foreign Manufacturer with a Factory in Florida	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Comments:

4. Has the Department verified the vendor is not on the Convicted Vendor List or the Discriminatory Vendor List?

(YES) = Pass

(NO) = Fail

Comments:

## APPENDIX VI: SUBCONTRACTOR LIST

The lists will identify the subcontractors who will perform work under the contract(s) resulting from this solicitation.

The vendor shall have determined to its own complete satisfaction that a listed subcontractor has been successfully engaged in the related subcontracted services and is qualified to provide the services for which each subcontractor is listed.

In the event that no subcontractor(s) will be used, this list shall be returned indicating "No Subcontractors will be used."

CHECK HERE IF NO SUBCONTRACTORS WILL BE USED:

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone #	
FEIN #	

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone:	
FEIN #	

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone #	
FEIN #	

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone:	
FEIN #	

[Duplicate table as necessary for additional subcontractors.]

\_\_\_\_\_  
\*Signature of Authorized Representative

[Enter Name and Title of Authorized Representative]

\*Name and Title of Authorized Representative

\*This individual must have the authority to bind the Vendor.

**APPENDIX VII - PROPOSED COST ALLOCATION PLAN**

for the  
(Insert) CONTRACT YEAR

Line Item	This Application	Funding Source A	Funding Source B	Funding Source C	Total
<b>Personnel Category</b>					
<insert position title>					
<insert position title>					
<insert position title>					
<insert position title>					
<insert position title>					
<insert position title>					
<b>Fringe Benefits</b>					
<b>Staff Travel</b>					
<b>Sub-Contracted Services</b>					
<b>Office Expenses</b>					
<b>Rental or Use of Space</b>					
<b>Rental of Equipment</b>					
<b>Maintenance Agreements</b>					
<b>Insurance</b>					
<b>Add rows as needed</b>					
<b>Total</b>					