

STATE OF FLORIDA
DEPARTMENT OF CHILDREN AND FAMILIES
Substance Abuse and Mental Health



REQUEST FOR PROPOSAL

**Provision of Food Services for State Mental Health Treatment
Facilities**

RFP#: SMHTF 2018-001
Release Date: DECEMBER 15, 2017

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SECTION 1. INTRODUCTION

1.1 Introduction to the Procurement

The State Mental Health Treatment Facilities (SMHTF) operate under a one hospital structure on three campuses (hereinafter referred to as the "Hospital"). Inpatient mental health services are provided to 1,880 residents from all of Florida's 67 counties. Section 394.459, F.S. Rights of Patients and 916.107, F.S. Rights of Forensic Clients, requires the provision of food services to the residents of the Hospital. The Department of Children and Families is issuing this solicitation for the purpose of contracting for the provision of all food services to the 1,880 residents of the State Mental Health Treatment Facilities. Any person interested in submitting a proposal must comply with any and all terms and conditions described in this Request for Proposal (RFP).

1.2 Statement of Purpose

The Department is seeking a vendor with the capacity to provide all food services to the Hospital's three facilities; Florida State Hospital (FSH) in Chattahoochee, Northeast Florida State Hospital (NEFSH) in Macclenny Florida and North Florida Evaluation and Treatment Center (NFETC) in Gainesville, Fl. The Hospital provides over 2,776,000 meals and snacks annually to 1,788 Department of Children and Families residents and 92 Agency for Persons with Disabilities (APD) residents. The vendor will provide all food for residents including daily meals, daily snacks, special event snacks and supplements. Additionally, the vendor will operate a cafeteria on all three campuses that provides hot breakfast and lunch for staff Monday through Friday.

1.3 Term of the Agreement

The anticipated start date of the resulting contract is July 1, 2018. The anticipated duration of the contract is five years. The contract may be renewed for a period not to exceed five (5) years or for the term of the original contract. Such renewal shall be made by mutual agreement but not to exceed 10% of the initial annual contract amount. Renewal shall be contingent upon satisfactory performance evaluations as determined by the Department and shall be subject to the availability of funds and is subject to an appropriation by the Legislature. 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
Elesha Brown, Procurement Manager

Mailing Address:

Florida Department of Children and Families
State Mental Health Treatment Facilities
Post Office Box 1000
100 N. Main Street
Chattahoochee Fl. 32324

Elesha.Brown@myflfamilies.com

All contact with the Procurement Manager shall be in writing via electronic mail, U.S. Mail, or other common courier.

1.5 Definitions

Contract Terms and Program Service specific terms can be found in the CF Standard Integrated Contract 2016, Section 1.4.1.

1. **Campus:** This is the entire area of the hospital or facility grounds, including those buildings used for the provision of resident services, or subleased or rented to other agencies by the department, as well as vacant buildings.
2. **Certified: Minority Business Enterprise:** Has the same meaning as that provided in s. 288.703(4), Florida Statutes.
3. **Consultation:** The provision of professional advice or services upon request.
4. **Contract Manager:** The hospital employee responsible for enforcing performance of contract terms and conditions on behalf of the Hospital.
5. **Department:** Department means the State of Florida, Department of Children and Families, or its successor in interest. Department is specifically intended to include officers, agents, and employees of the department. The word "department," as used herein, is intended to subsume and include the entity that is responsible for mental health and developmental disabilities within the State of Florida, regardless of name.
6. **External Communications:** Any exchange of information regarding this Request for Proposals that originates outside of the department and its employees.
7. **Forensic Area:** Areas within the Hospital designated for the purpose of housing and providing treatment for those residents that are at this facility as a result of court action under Chapter 916, Florida Statutes.
8. **Vendor:** Any qualified private sector business entity, non-profit or for-profit organization which provides the services contemplated by this Request for Proposals. By explicit statement within the Introduction, "vendor" is synonymous with "qualified vendor" in that all vendors must be qualified in order to participate in the request for proposal process.
9. **Provider:** The responsive private sector business entity, non-profit or for-profit organization which provides the services contemplated by this Request for Proposals as a result of being awarded a contract to do so. The use of the terms "successful vendor," "selected vendor," or any similar term is synonymous with the term provider.
10. **Qualified Vendor:** Any private sector business entity or non-profit or for-profit organization desiring to respond to this Request for Proposals; having the capability in all respects to perform fully the contract requirements; and having the integrity and reliability that will assure good faith performance.
11. **Request for Proposals:** This term in general refers to a written solicitation for competitive sealed proposals meeting the specifications delineated in the solicitation document. As used herein, it is the entirety of the procurement documents, including attachments and subsequent addenda.
12. **Resident:** Those persons residing in or receiving services from a Developmental Services or Mental Health facility. This includes those voluntarily and involuntarily admitted persons meeting the criteria of Chapter 393, Florida Statutes and individuals placed in the facility by the department pursuant to s. 916.13, 916.15 and 916.302, Florida Statutes. This also includes

those voluntarily and involuntarily committed adults meeting the criteria of Chapter 394, Florida Statutes, individuals placed in the facility by the department pursuant to s. 916.105(3), Florida Statutes, and persons detained under federal court orders recognized by the provisions of Title 18 U.S.C. and the Interstate Compact adopted as part of Chapter 394, Florida Statutes.

1.6 Supporting Documentation

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

Form Name	Description	Link
PUR 1000	General Contract Conditions	http://www.myflorida.com/media/purchasing/purforms1000
PUR 1001	General Instructions to Respondents	http://myflorida.com/index.php/content/download/1907/8062/version/9/file/1001.doc

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 5.1) and are otherwise responsive will be eligible for evaluation. Oral presentations by vendors may be permitted as part of the evaluation process. Following the evaluation and the Secretary's decision regarding the recommended ranking, the Department will post a notice of intended contract award, identifying the vendor(s) selected for award.

2.2 Official Notices and Public Records

2.2.1 Notices Regarding the RFP

All notices, decisions, intended decisions, addenda and other matters relating to this procurement will be electronically posted on the Department of Management Services (DMS) Vendor Bid System (VBS) located at: <http://vbs.dms.state.fl.us/>.

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:	December 15, 2017	3:00 PM	DMS VBS Electronic Posting site: http://myflorida.com/apps/vbs/vbs_www.main_menu	2.2.1
*Solicitation Conference (Call) to be held: *This is a required step.	January 3, 2018	9:00 AM	Florida State Hospital 1153 Maple Street Chattahoochee FL., 32324 Building #1153 Room #105 Purchasing Department Conference Room Contact: Elesha Brown (850) 663-7189	2.6
	January 4, 2018	9:00 AM	Northeast Florida State Hospital 7487 South State Road 121 Bld. #1 Macclenny, FL 32063 Contact Elesha Brown (850) 693-6309	
	January 4, 2018	2:00 PM	North Florida Evaluation and Treatment Center 1200 Northeast 55 th Blvd. Gainesville, FL 32641 Second Floor Classroom III Contact: Elesha Brown, (850) 693-6309	
Submission of written inquiries must be received by:	January 11, 2018	3:30 PM	Attn: Elesha Brown, Procurement Manager State Mental Health Treatment Facilities Post Office Box 1000 100 N. Main Street Chattahoochee FL., 32324 Elesha.Brown@myflfamilies.com	2.7
Anticipated date for posting Department's Response to Inquiries:	January 19, 2018	3:30 PM	DMS VBS Electronic Posting site: http://myflorida.com/apps/vbs/vbs_www.main_menu	2.7
Notice of Intent to Submit a Proposal	January 22, 2018	3:00 PM	Attn: Elesha Brown, Procurement Manager State Mental Health Treatment Facilities Post Office Box 1000 100 N. Main Street Chattahoochee FL., 32324 Elesha.Brown@myflfamilies.com	2.8

Activity	Date	Time Eastern	Address	Section Reference
Sealed Proposals must be received by the Department:	February 22, 2018	3:00 PM	Attn: Elesha Brown, Procurement Manager State Mental Health Treatment Facilities Post Office Box 1000 100 N. Main Street Chattahoochee FL., 32324 Elesha.Brown@myflfamilies.com	2.9, 4.1
*Proposal Opening and Review of Mandatory Requirements:	February 22, 2018	3:05 PM	Florida State Hospital 1153 Maple Street Chattahoochee, FL 32324 Building #1153 Room #105 Purchasing Department Conference Room	4.2.2, 5.2
Evaluation Team Initial Meeting	February 23, 2018	9:00 AM	Florida State Hospital 1153 Maple Street Chattahoochee, FL 32324 Building #1153 Room #105 Purchasing Department Conference Room	5.3
*Debriefing Meeting of the Evaluators and ranking of the proposals:	March 2, 2018	9:00 AM	Florida State Hospital 1153 Maple Street Chattahoochee, FL 32324 Building #1153 Room #105 Purchasing Department Conference Room	5.3
Anticipated posting of Intended Contract Award:	March 12, 2018	3:00 PM	DMS VBS Electronic Posting site: http://myflorida.com/apps/vbs/vbs_www.main_menu	5.5.4
Anticipated Effective Date of Contract:	July 1, 2018	N/A	N/A	1.3
All Vendors are hereby notified that meetings noted with an asterisk above () are public meetings open to the public and may be electronically recorded by any member of the audience. Although the public is invited, no comments or questions will be taken from Vendors or other members of the public (except for the Solicitation Conference, during which comments and questions will be taken from Vendors).				

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 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. Written inquires will not be accepted by facsimile. The Solicitation Conference/Site Visit is a pre-requisite for acceptance of proposals from Respondents.

2.6.a. While Respondents will be able to ask additional questions during the Solicitation Conference/Site Visit, Respondents should be aware that any oral explanations or instructions are not binding and should not be relied on in the absence of written confirmation. The Department reserves the right not to address any questions raised for the first time at the Solicitation Conference/Site Visit until the questions have been later submitted in writing. Respondents will have until the date and time specified in Section 2.5 Schedule of Events and Deadlines, to submit these or additional written inquiries to the Hospital's contact person for this RFP.

2.6.b. Only responses posted on the VBS website are to be considered official Hospital responses by the Respondent. Written inquires will not be accepted by facsimile.

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.

2.8 Notice of Intent to Submit a Proposal

Vendors who are interested in responding to this RFP must 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.

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. 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 thirty (30) calendar days after the proposal opening date and, in the event the contract award is delayed by appeal or protest, such thirty (30) 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 until the Department

initiates negotiations or requests supplemental proposals. The Department reserves the right to correct minor irregularities, but is under no obligation to do so.

2.9.4 Receipt Statement

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

2.9.5 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 XII)

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 XII) and is also available at:

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 vendor to provide clarifying information or additional materials to correct the minor irregularity. However, the Department will not request and 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 for negotiation 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 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 Rights After Notice of Award

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

2.11.6 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 4.2.2. A proposal that fails to meet the Mandatory Requirements will be deemed nonresponsive and will not be evaluated. No points will be awarded for meeting the Mandatory Requirements. The ranking will not be affected by meeting the Mandatory Requirements. An initial determination that a proposal meets the Mandatory Requirements does not preclude a subsequent determination of non-responsiveness.

3.2 Minimum Programmatic Specifications

The selected vendor shall perform the tasks outlined in APPENDIX X - 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.

3.3 Minimum Financial Specifications

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

3.3.1 Funding Sources

The contract resulting from this RFP will be funded from the Department's budget for Contracted Professional Services. Continuation of this Contract is contingent upon funding by the Florida legislature.

3.3.2 Allowable Costs

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-1030(3), 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 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 XI)

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

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 IX - Department's STANDARD INTEGRATED CONTRACT.

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

INSTRUCTIONS FOR RESPONDING TO THE RFP

3.7 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. Late proposals will 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, not required by the Department, 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 six (6) hard copies of the Programmatic Proposal and one (1) original and six (6) copies of the Financial Proposal. 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. Two (2) 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.

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 Provision of Food Services for State Mental Health Treatment Facilities.) The original proposal must be clearly marked as such, and the copies identified and numbered (i.e., original, copy #1 of 7, 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 in Section 4.2 for the Programmatic Proposal and in Section 4.3 for the Financial 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

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; and
- E. Name of program coordinator (if known).

4.2.2 TAB 1: MANDATORY REQUIREMENTS

The following are the Mandatory Requirements for this RFP:

4.2.2.1 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.

4.2.2.2 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).

4.2.2.3 Tie Breaking Certifications

The proposal may include the Master Certification - Tie Breaking Certifications (APPENDIX III). The vendor may check the "true" box for any or all Tie Breaking Certifications identified in APPENDIX II I (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."

4.2.3 TAB 2: TABLE OF CONTENTS

4.2.4 TAB 3: EXECUTIVE OVERVIEW (Limited to 2 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 IX - the Department's STANDARD INTEGRATED CONTRACT.

4.2.5 TAB 4: SERVICES APPROACH AND SOLUTION (Limited to 5 pages)

The vendor shall describe the proposal for the provision of Food Services for the State Mental Health Treatment Facilities. In order to facilitate the proposal evaluation process, vendors should format this proposal section in a way that is clearly delineated for each of these service areas as defined:

- A. Specific detailing of the operations and capabilities of the proposed system and services
- B. A clear and concise description of all equipment proposed for providing food services to the Hospital and any other items pertinent to this project.
- C. A clear and concise outline and schedule of how the installation and implementation will be performed.

4.2.6 TAB 5: COMPANY QUALIFICATIONS AND EXPERIENCE (Limited to 5 pages)

This section shall be organized by the following:

- 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 is designed to avoid conflicts of interest.
- The vendor should state how the vendor intends to employ the board governance process.
- The vendor must describe its experience in providing similar services as requested in this RFP and APPENDIX IX - the Department's STANDARD INTEGRATED CONTRACT. 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 X- 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 XII 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 XII 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 X - the Department's STANDARD INTEGRATED CONTRACT PART 2.

4.2.7 TAB 6: CORE TEAM QUALIFICATIONS (Limited to 2 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 IX - the Department's STANDARD INTEGRATED CONTRACT.
- The proposal shall include the vendor's operational approach to the recruitment, training, supervision and retention of qualified personnel as described in APPENDIX IX - the Department's STANDARD INTEGRATED CONTRACT.
- The vendor shall demonstrate the approach to recruitment of staff able to meet any unique cultural needs described in APPENDIX X - 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. Department to which the proposal is submitted;
- B. Title of proposal;
- C. RFP number;
- D. Identification of enclosed documents

- E. Prospective vendor's name and federal tax identification number;
- F. Name, title, telephone number, email address and mailing address of person who can respond to inquiries regarding the proposal; and

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.

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

Not Applicable.

4.3.3 TAB 2: BUDGET

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

4.4 Public Records and Trade Secrets

4.4.1 Proposals and Other Submissions Are Property of the State.

These provisions supplement APPENDIX XII 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. - 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 the contract to the responsive vendor(s) whose proposal is determined by the Secretary or his or her designee to be the most advantageous to the state. The Department will award the contract 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 vendors 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), Florida Statutes, and Rule 60A-1.021, Florida Administrative Code. 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
• The Vendor's articulation of its solution/services and the ability of the solution/services to meet the requirements of this RFP and provide additional value.
• The Vendor's company structure, subcontractors, and experience and capability to deliver its proposed solution/services including the Vendor track record providing services similar to the one specified in this RFP.
• The skills and experience of the Vendor's leadership team, staff and resources the Vendor will use in implementing its solution/services.
• The Vendor's financial management approach, proposed budget and related financial information.

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 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
Understanding of the Statement of Purpose	10
Organizational Qualifications	20
Project Staffing	20
Project Management	10
Vendor's Approach and Solution	10
Technical Capability	10
Cost:	
Financial Stability	10
Cost Proposal	10
TOTAL	100%

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)

The Secretary or his designee will then decide which solutions and Vendor(s) represent the best value, based on the selection criteria in Section 5.1, and to whom the contract should be awarded under this RFP. In so doing, the Secretary or his designee is not required to score the Vendors, and will base his or her decision on a determination of best value. If the Secretary, or his or her designee determines that two or more proposals most advantageous to the state are equal with respect to all relevant considerations, including price, quality, and service, the award will be made in accordance with section 295.187, Florida Statutes, and Rule 60A-1.011, Florida Administrative Code.

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.

5.4.4 Reserved Rights After Notice of Intent to Award

The Department reserves the right:

- To schedule additional negotiation sessions with Vendor(s) identified in the Notice of Intent to Award in order to establish final terms and conditions for contracts with the Vendor(s).
- To post a notice of withdrawal or amendment of its Notice of Intent to Award and reopen negotiations with any Vendor at any time prior to execution of the contract.
- 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.