

**STATE OF FLORIDA
DEPARTMENT OF CHILDREN AND FAMILIES
SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT
FACILITIES (SMHTF)**



**REQUEST FOR PROPOSAL
ENVIRONMENTAL (HOUSEKEEPING/JANITORIAL)
SERVICES**

**RFP#: SMHTF2019-0001HK
Release Date: SEPTEMBER 26, 2018**

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NOTE: In addition to the Appendices included in this document, the Appendix listed as X - XIII above are stand-alone documents that must be included in this solicitation. These documents can be found as artifacts in the Department’s Procurement and Contract Management Playbook and the Department’s Office of Contracted Client Services (OCCS) Intranet site.

SECTION 1. INTRODUCTION

1.1 Introduction to the Procurement

The Department of Children and Families (Department), Substance Abuse and Mental Treatment Facilities is issuing this solicitation for the purpose of contracting for the provision of Environmental (Housekeeping/Janitorial) Services at two Mental Health facility locations to produce a more efficient and cost-effective operation. The inpatient mental health facilities are comprised of Northeast Florida State Hospital (Macclenny, FL) and North Florida Evaluation and Treatment Center (Gainesville, FL) - hereafter referred to as the 'Hospitals'. Northeast Florida State Hospital is a 613-bed facility, consisting of 51 Buildings (20 Resident Living Areas and 31 Administrative and Ancillary Buildings, all inclusive of 592,236 square footage. North Florida Evaluation and Treatment Center is a 193-bed facility, consisting of 10 Resident Buildings, 2 Administrative and 3 Ancillary Buildings, all inclusive of 85,517 square footage. 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 issuing this solicitation for the purpose of identifying a qualified vendor (hereinafter referred to as Respondent) with the capacity to provide all functions related to the provision of environmental (housekeeping/janitorial) services including staff, equipment and cleaning supplies for the Hospitals. Vendors are required to submit a completed Project Budget Summary - APPENDIX VIII- and a Proposed Allocation Plan - APPENDIX IX - detailing 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 is January 1, 2019. The anticipated duration of the contract is three (3) years after the start of the contract. The contract may be renewed for a period not to exceed three (3) years or for the term of the original contract, whichever period is longer. Such renewal shall be made by mutual agreement and shall be contingent upon satisfactory performance evaluations as determined by the Department and shall be subject to the availability of funds. Any renewal shall be in writing and shall be subject to the same terms and conditions as set forth in the initial contract including any amendments.

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, FCCM
Procurement Manager

Mailing Address:

Florida Department of Children and Families
State Mental Health Treatment Facility
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. Use of email for contact is permitted.. Facsimiles and telephone calls will not be accepted, for any reason.

1.5 Definitions

Contract Terms

Contract terms used in this document can be found in the Department’s Glossary of Contract Terms, which is hereby incorporated by reference and maintained at the following website: <http://ewas.dcf.state.fl.us/asc/glossary/glossary.asp>

1.6 Supporting Documentation

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

Subject	Description	Link
DCF Glossary of Contract Terms	The program of service specific terms and definitions that apply to this RFP.	http://ewas.dcf.state.fl.us/asc/glossary/glossary.asp
General Instructions for Respondent	PUR 1001	http://www.dms.myflorida.com/media/purchasing/pur_forms/1001_pdf .
General Contract Conditions	PUR 1001	http://www.dms.myflorida.com/media/purchasing/pur_forms/1001_pdf .
Contract Standard Terms and Conditions	PUR 1000	http://www.dms.myflorida.com/media/purchasing/pur_forms/1000_pdf .

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:	September 26, 2018	5:00 PM	DMS VBS Electronic Posting site: http://myflorida.com/apps/vbs/vbs_www.main_menu	2.2.1
*Solicitation Conference to be held: Mandatory. Tour of Facility will be provided.	October 3, 2018 October 3, 2018	9:00 AM 2:00 PM	Attn: Elesha Brown Procurement Manager Dept. of Children & Families Northeast Florida State Hospital, Bld. #1 7487 South State Road 121 Macclenny, FL 32063 North Florida Evaluation and Treatment Center Second Floor-Classroom III 1200 Northeast 55 th Blvd. Gainesville, Florida 32641	2.6
Submission of written inquiries must be received by:	October 5, 2018	5:00 PM	Attn: Elesha Brown Procurement Manager Dept. of Children & Families State Mental Health 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:	October 16, 2018	5:00 PM	DMS VBS Electronic Posting site: http://myflorida.com/apps/vbs/vbs_www.main_menu	2.7
Notice of Intent to Submit a Proposal	October 19, 2018	5:00 PM	Attn: Elesha Brown Procurement Manager Dept. of Children & Families State Mental Health 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:	November 6, 2018	4:00 PM	Attn: Elesha Brown Procurement Manager Dept. of Children & Families Northeast Florida State Hospital 7487 South State Road 121 Macclenny, FL 32063	2.9, 4.1
*Proposal Opening and Review of Mandatory Requirements:	November 6, 2018	4:15 PM	Northeast Florida State Hospital 7487 South State Road 121 Macclenny, Florida 32063 Building 16, Accounting Department Conference Room	4.2.2, 5.2
*Debriefing Meeting of the Evaluators and ranking of the proposals:	November 12, 2018	10:00 AM	Northeast Florida State Hospital 7487 South State Road 121 Macclenny, Florida 32063 Building 16, Accounting Department Conference Room	5.3
Anticipated posting of Intended Contract Award:	November 13, 2018	5:00 p.m.	DMS VBS Electronic Posting site: http://myflorida.com/apps/vbs/vbs_www.main_menu	5.5.4
Anticipated Effective Date of Contract:	January 1, 2019	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.

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 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.

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.

3.2 Minimum Programmatic Specifications

The selected vendor shall perform the tasks outlined in **APPENDIX XI(A) & (B) - the Department's STANDARD 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 XI (A) & (B) - the Department's STANDARD CONTRACT PART 2 EXHIBIT F** in accordance with all terms therein. The resulting contract will be a fixed priced contract. Monthly payments will be based on 1/12 of the annual cost.

3.3.1 Funding Sources

The specific funding source is State of Florida General Revenue and is contingent upon annual Legislative appropriations. The anticipated total funding amount for this contract is \$3,300,000.00 for all three years.

3.3.2 Allowable Costs

The funding allowed for these services were allocated specifically for Environmental (Housekeeping/Janitorial) Services for salaries, equipment and supplies to be dispensed at Northeast Florida State Hospital and North Florida Evaluation and Treatment Center. A completed Budget Summary is required in accordance to the **APPENDIX VII -Budget Summary Instructions**. The Budget Summary must be completed in the manner set forth in **APPENDIX VIII**.

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 Contract

The Department's Standard Contract contains general contract terms and conditions required by the Department for all Vendors. In addition, the Department's Standard 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 Contract. Form PUR 1000 (APPENDIX XII) 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 X - Department's STANDARD 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. 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 three (3) hard copies of the Programmatic Proposal and one (1) original and three (3) 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 Environmental (Housekeeping/Janitorial) Services. 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).
- F. Vendor's point of contact (name, telephone number and email address)

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 (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.”

4.2.3 TAB 2: TABLE OF CONTENTS

4.2.4 TAB 3: EXECUTIVE OVERVIEW (Limited to 6 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 X - the Department’s STANDARD CONTRACT**.

4.2.5 TAB 4: SERVICES APPROACH AND SOLUTION (Limited to 10 pages)

The vendor shall should describe the proposal for the provision of Environmental (Housekeeping) Services for the Hospitals. Vendor’s proposals must be submitted as a multi-year (3-year) proposal. The vendor must address how the proposed services and those described in the **Department’s Standard Contract Part 2** will be accomplished. 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 daily, weekly, monthly, quarterly and annual schedule of how services will be implemented and performed.
- C. List of detailed staffing patterns.
- D. A list of all equipment that will be utilized to perform services described
- E. list of all chemicals and supplies that will be utilized to perform services described

4.2.6 TAB 5: COMPANY QUALIFICATIONS AND EXPERIENCE (Limited to 5 pages 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's 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 XI (A) & (B) – the Department’s STANDARD 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(A) & (B)- the Department’s STANDARD 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 (A) & (B) the Department's STANDARD 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 X - the Department's STANDARD CONTRACT**.
- 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 CONTRACT**.
- The vendor shall demonstrate the approach to recruitment of staff able to meet any unique cultural needs described in **APPENDIX XI (A) & (B) - the Department's STANDARD 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);
- F. Identification of enclosed documents.

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. All budgets must be completed in the Project Budget Summary format, refer to APPEDIX VIII and Proposed Cost Allocation Plan, refer to APPENDIX IX.

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. - 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
<ul style="list-style-type: none">• 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.

<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • The skills and experience of the Vendor’s leadership team, staff and resources the Vendor will use in implementing its solution/services.
<ul style="list-style-type: none"> • 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 IX**.

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
<ul style="list-style-type: none"> • Criteria #1 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. <ul style="list-style-type: none"> ○ Services Approach and Solution 	25
<ul style="list-style-type: none"> • Criteria #2: 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. <ul style="list-style-type: none"> ○ Company Qualifications and Experience 	25

Criteria	Relative Value
<ul style="list-style-type: none"> • Criteria #3: The skills and experience of the vendor's leadership team, staff and resources the vendor will use in implementing its solution/services. <ul style="list-style-type: none"> ○ Core Team Qualifications 	25
<ul style="list-style-type: none"> • Criteria #4: The vendor's financial management approach, proposed budget and related financial information. 	25
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)

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 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, 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.

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 " _____," RFP No. _____.

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

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

APPENDIX III: VENDOR'S CERTIFICATIONS

MANDATORY CERTIFICATIONS		
MASTER CERTIFICATION		
<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 # _____ (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>		
Check the applicable box next to the title to each certification:		
True	False	
		a. Certification of Binding Proposal and Acceptance of Terms of RFP and Contract Document
		b. Certification of Representations Per Section 9 of PUR 1001
		c. Certification of Authority to Do Business in Florida
		d. Statement of No Involvement
		e. Conflict of Interest Statement (Non-Collusion)
		f. Certification Regarding Subcontractors and Other Providers
		g. Certification Regarding Lobbying
		h. Certification Regarding Scrutinized Companies List
		i. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts/subcontracts
		j. Certification Regarding Prior Contractual Obligations
		k. Certification of Representations Per sections 287.133, and 287.134, F.S.
		l. Certification of a Drug Free Workplace
		m. Certification of Qualifications
<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:
a. Certification of Binding Proposal and Acceptance of Terms of RFP and Contract Document		
<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. Certification of Representations Per Section 9 of Form PUR 1001		
<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>		
c. Certification of Authority to Do Business in Florida		
<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) during the negotiation phase 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.

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 # _____ (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:

- m. Certification of a Certified Minority Business Enterprise
- n. Certification of a Service Disabled Veteran’s Business Enterprise
- o. Certification of a Florida Business
- p. 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:

m. 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.

n. 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.

o. 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.

p. 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. 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 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: (enter name & reference # of solicitation)

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

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

The proposal includes the following "tie breaker" certification documents:		
Appendix III m.-Certification of a Certified Minority Business Enterprise	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Appendix III n. -Certification of a Service Disabled Veteran's Business Enterprise	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Appendix III o.- Certification of a Florida Business	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Appendix III p. -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 - BUDGET SUMMARY AND DETAIL INSTRUCTIONS

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

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

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

- Subcontracted services such as janitorial services or security services must show the monthly rate and the number of months for which service is required.
- Subcontracted client services providing direct services to clients must include the Vendor(s) to be subcontracted with, the services to be provided, the estimated number of clients to be served and the unit cost for service(s).
- Financial audits being covered in part or in whole with project funds must show the rate used to calculate this cost or the percentage of cost being allocated to this project.
- Operating capital outlay (OCO) to be purchased for use under this project must show the number of units to be purchased, the estimated cost for each unit and justification for the item(s) being purchased.
- Office equipment (non-OCO) to be purchased under this contract (costing less than \$1,000 each) for use under this project must show the number of units to be purchased, the estimated cost for each unit and justification for the item(s) being purchased. Purchases must be estimated in accordance with the State's guidelines found at http://www.fldfs.com/aadir/reference%5Fguide/reference_guide.htm#furniture
- Indirect costs being charged to the project must show the percentage of funding required by the vendor to carry out the common or joint tasks covered by this line item. A summary of the expenditures covered by these funds is required.

APPENDIX VIII - PROJECT BUDGET SUMMARY

		Vendor Name	
		FFY (Insert Year) - (Insert Dates)	
Budget Line Item		Line Item Totals	Category Total
Personnel Category			
A.	Personnel	\$ -	
B.	Fringe Benefits	\$ -	
C.	Other Personnel Services (OPS)	\$ -	
D.	Background Checks	\$ -	
		Total Personnel Category:	\$ -
Travel Category			
E.	Staff Travel & Training	\$ -	
F.	Client Transportation	\$ -	
		Total Travel Category:	\$ -
Expense Category			
G.	Office Expenses		
1.	Utilities	\$ -	
2.	Telephone	\$ -	
3.	Postage/Shipping	\$ -	
4.	Copies/Printing	\$ -	
5.	Office Supplies	\$ -	
6.	Janitorial Supplies	\$ -	
7.	Building Maintenance/Repair	\$ -	
8.	Equipment Repair	\$ -	
9.	Security Services	\$ -	
10.	Office Equipment/Furniture	\$ -	
		Total Office Expenses:	\$ -
H.	Rental or Use of Space	\$ -	
I.	Rental Equipment	\$ -	
J.	Insurance	\$ -	
K.	Advertising/Outreach	\$ -	
L.	Membership Fees & Subscriptions	\$ -	
M.	Client Educational and Training Tools	\$ -	
N.	Fixed Price Services	\$ -	
O.	Information Resource Technology	\$ -	
P.	Subcontracted Services	\$ -	
Q.	Subcontracted Client Services	\$ -	
R.	Financial Audit	\$ -	
		Total Expense Category:	\$ -
Direct Costs Category			
S.	Operating Capital Outlay (OCO->\$1,000.00)		\$ -
T.	Indirect Costs _____% of Total Direct Costs		\$ -
		Subtotal Direct Costs:	\$ -
		Total Project Budget	\$ -

Sample Format; Columns and rows can be added as needed.

APPENDIX IX - PROPOSED COST ALLOCATION PLAN

for the

(Insert) CONTRACT YEAR

Line Item	This Application	Funding Source A	Funding Source B	Funding Source C	Total
Personnel Category					
<insert position title>					
<insert position title>					
<insert position title>					
<insert position title>					
<insert position title>					
<insert position title>					
Fringe Benefits					
Staff Travel					
Sub-Contracted Services					
Office Expenses					
Operating Capital Outlay					
Rental or Use of Space					
Rental of Equipment					
Maintenance Agreements					
Insurance					
Membership Fees and Subscriptions					
Advertising					
Client Education and Training Tools					
Indirect Costs					
Total					