

EXHIBIT A – SPECIAL PROVISIONS

The following provisions supplement or modify the provisions of Items 1 through 9 of the Integrated Standard Contract, as provided herein:

A-1. ENGAGEMENT, TERM AND CONTRACT DOCUMENT

A-1.1. The following definitions apply in addition to those referenced in Section 1.4.1 of this Contract.

| Term | Definition |
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| Assessment | Process used to systematically evaluate a learner's skill or knowledge level. |
| Client | For the purpose of this Contract, clients are defined as training attendees (Department staff and stakeholders), as determined by Regional Managing Director's (RMD) and Economic Self Sufficiency (ESS) Directors for each Region. The minimum number of twenty (20) clients per Region, as determined by the Department and as required by this Contract, are expected to be trained and participate in exercises. |
| Command and Control (C2) | A set of organizational and technical attributes, functions, and processes that employs human, physical, and information resources to solve problems and accomplish a task or mission to achieve the goals of an organization or agency. Command and control functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by an agency in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission. |
| Disaster Supplemental Nutrition Assistance Program (D-SNAP) | Disaster Supplemental Nutrition Assistance Program (D-SNAP) - The U.S. Department of Agriculture's Food and Nutrition Service (USDA FNS) approves the activation and implementation of D-SNAP event operations in an affected area under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act when the area has received a Presidential disaster declaration of Individual Assistance (IA) from the Federal Emergency Management Agency (FEMA). The D-SNAP provides food assistance to low-income households with food loss or damage caused by a natural disaster. |
| Office Economic Self-Sufficiency (ESS) | The program office within the Department of Children and Families responsible for the administration of D - SNAP. |
| Evaluation | Participant reactions through course evaluations and surveys to receive qualitative feedback regarding the performance of the curriculum and instructor lead training. |
| Evaluation and Assessment Materials | Evaluation and Assessment Materials, for the purpose of this Contract, are materials, worksheets, documentation criteria and methodology utilized to determine whether attendees have learned what they were expected to learn during the defined instructional period, to gauge and determine the degree to which all learning training objectives are attained, as well as assess and identify the level of performance of attendees in execution of what is learned. |
| Federal Emergency Management Agency (FEMA) | Federal Emergency Management Agency (FEMA) is an independent agency of the United States government that provides a single point of accountability for all federal emergency preparedness and mitigation and response activities. FEMA is charged with the overall management of the federal response in a presidential declared disaster. |

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| Incident Command System (ICS) | Incident Command System (ICS) is a management system that uses a standardized approach to the command, control, and coordination of emergency response providing a common hierarchy that allows for a cooperative response to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a standardized hierarchical organizational structure. ICS is normally structured to facilitate activities in six (6) major functional areas: command, operations, planning, logistics, intelligence & investigations, finance and administration. It is a fundamental form of management to organize and coordinate response activities with the purpose of enabling incident managers to identify the key concerns associated with the incident, often under urgent conditions, without sacrificing attention to any component of the command system and without compromising the decision-making authority of local command. |
| Operational Exercise | An activity, training, exercise provided, conducted, and facilitated by the Provider that will set in to action a mock disaster scenario replicating a disaster occurrence and will require attendees to actively implement, perform, conduct, carry out and complete all necessary activities required to organize, implement, operate and execute a D-SNAP site event in an well-organized efficient manner, based on skills learned and information taught during ICS-200 Classroom Training, Exercise Objectives Training Workshop, Exercise Planning Training Workshop and ICS Organization Chart Training Workshop. |
| Region | A territorial division pertaining to a geographical service area of the Department. There are six (6) Regions, which together comprise the entire State of Florida. |
| Specialized Training Program | Specialized training program includes a combination, as selected by the Department, of multiple ICS trainings, training objectives and exercises, workshop training objectives, which shall be conducted by the provider with Department staff and on scheduled dates and as identified and determined by the Department, and as prescribed in the Master Schedule. |
| Stakeholders | Facility partners, Law enforcement, Emergency Management Services. |
| Tabletop Exercise | A training provided, conducted and facilitated by the Provider in a classroom instructional setting which sets into action a mock disaster scenario, replicating a disaster occurrence and the activation of D-SNAP. The mock disaster consists of the Provider teaching and educating attendees in a written classroom setting, identifying and outlining all necessary activities required to organize, implement, operate, conduct and execute the successful implementation and completion of a D-SNAP site event based on skills learned and information taught during ICS-200 Classroom Training, Exercise Objectives Training Workshop, Exercise Planning Training Workshop and ICS Organization Chart Training Workshop. Essentially, this is an Operational Exercise in a classroom instructional and written format setting. |
| Training and Learning Objectives | Describes what the attendee should be able to do on-the-job (as opposed to what the attendee should be able to do within the learning environment as a result of the training). Learning objectives are a detailed description of what attendees will be able to do when they complete a unit of instruction. |
| Training Materials | A finalized set of training materials (curriculum) designed for each specified training, workshop and exercise conducted by the Provider. For the purpose of the Contract, this entails, training overview, training and learning objectives, trainer and participant guides, worksheets, criteria and training relevant documentation, PowerPoints, videos, job aids, and related curriculum. |

A-2. STATEMENT OF WORK

There are no changes or additional provisions to this Section.

A-3. PAYMENT, INVOICE AND RELATED TERMS

There are no changes or additional provisions to this Section.

A-4. GENERAL TERMS AND CONDITIONS GOVERNING PERFORMANCE

There are no changes or additional provisions to this Section.

A-5. RECORDS, AUDITS AND DATA SECURITY

There are no changes or additional provisions to this Section.

A-6. PENALTIES, TERMINATION AND DISPUTE RESOLUTION

There are no changes or additional provisions to this Section.

A-7. OTHER TERMS

There are no changes or additional provisions to this Section.

A-8. FEDERAL FUNDS APPLICABILITY

There are no changes or additional provisions to this Section.

A-9. CLIENT SERVICES APPLICABILITY

There are no changes or additional provisions to this Section.

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EXHIBIT B - SCOPE OF WORK

B-1. SCOPE OF SERVICE

B-1.1 Authority

B-1.1. Subsection 20.19(1)(c), F.S., authorizes the Department to contract for these services.

B-2. MAJOR CONTRACT GOALS

B-2.1. The major goal of this Contract is the provision of on-site training of the Federal Emergency Management Agency's (FEMA) Incident Command System (ICS) to meet the needs of a D-SNAP disaster assistance command and control model. In addition, design, conduct and critique both operational and tabletop exercises to achieve a high level of performance readiness in preparation for the aftermath of a hurricane or significant disaster event.

B-3. SERVICE AREA/LOCATIONS/TIMES

B-3.1. Service Delivery Location

The Provider shall deliver services, as defined in this Contract, in the following Regions in Florida and as prescribed by the Department: Southern Region, Southeast Region, Suncoast Region, Northeast Region, and Northwest Region.

B-3.2. Service Times

The Provider shall provide training and services, as defined by this Contract, at the service times prescribed and provided by the Department.

B-4. EQUIPMENT

B-4.1. The Department will furnish all equipment for training activities, except for trainers, reports and deliverables indicated below.

B-5. CONTRACT LIMITS

B-5.1. This Contract may not be renewed.

B-5.2. The Provider recognizes and agrees that any and all work performed without specific direction from the Department shall be deemed gratuitous and not subject to charge by the Provider or compensation by the Department.

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EXHIBIT C - TASK LIST

The Provider shall perform all functions necessary for the proper delivery of services including, but not limited to, the following:

C-1. SERVICE TASKS

The Provider shall perform and complete the following required specified tasks and activities and, as applicable, the Provider shall repeat each task, as needed, for each Region, as identified by the Department, and as required by this Contract:

C-1.1. Master Schedule: The Provider shall work with the Department to finalize a Master Schedule for each Region served by this Contract, which at a minimum, shall include but not be limited to, all elements and activities, as defined in ATTACHMENT 3 of this Contract and as revised thereafter, as applicable. The Master Schedule and adherence to it is critical to ensure successful fulfillment of service tasks, deliverables and performance, as required by this Contract.

C-1.1.1. The Provider shall participate in weekly calls and briefings, as deemed necessary by the Department and as defined by the Master Schedule and or its revisions thereafter, as applicable.

C-1.2. Project Schedule of Activities Plan: The Provider shall develop and submit to the Department, for each Region, a Project Schedule of Activities Plan. The Project Schedule of Activities Plan shall include and identify all activities, training and learning objectives, training materials, evaluation and assessment tools and criteria, materials, trainings, tasks, and requirements necessary as well as identification roles and skills needed for the designated resources (Department staff attendees and stakeholders) to ensure the successful training and completion of an operational exercise by each Region. At a minimum, the Project Schedule of Activities Plan shall include, but not be limited to: a comprehensive list of each deliverable, workshops, trainings, exercises, as well as provide and submit ICS academic and training requirements, and operational requirements (e.g., training and learning objectives) necessary for executing a tabletop exercise and an operational exercise. Tabletop and operational exercises shall include, but not be limited to, all associated activities, training materials, steps and tasks, and all elements necessary for deliverable completion for The Project Schedule of Activities Plan for the ICS academic. Tabletop and operational exercises shall identify and include all activities, training and learning objectives, training materials, evaluation and assessment tools, criteria, materials, trainings, tasks, and requirements necessary as well as identification roles and skills needed for the designated resources (Department staff attendees and stakeholders) to help ensure a successful operational exercise.

C-1.3. Evaluation and Assessment Materials: For each individual training, workshop, activity or exercise to be provided, conducted and facilitated, the Provider shall develop training materials, sign-in sheets, evaluation and assessment materials, which shall be utilized to train attendees, as well as all documentation to support and validate successful completion of deliverables, as defined within this Contract and identified in the Project Schedule of Activities Plan. The completed training materials, sign-in sheets, and evaluation and assessment materials shall be attached to and submitted with the Project Schedule of Activities Plan as referenced in Section C-1.2. below.

C-1.3.1. Training Materials, at a minimum, shall include but not be limited to, an outline and agenda of training curriculum modules, outline of training modules, training objectives, training reference, guides, job aids, worksheets, pre- and post-tests, all documentation associated with each training, and workshop and exercise activities conducted by the Provider.

C-1.3.2. Sign-in Sheets, at a minimum, shall be formatted with a header to include: name or title, date, time, site Region and location of Region training, workshop, and exercise, a footer to include page number, a table to include tile rows to capture: attendees name, email address, attendee signature and date of attendee signature.

C-1.3.3. Evaluation and Assessment Materials, at a minimum, shall include but not be limited to: materials, worksheets, documentation criteria and methodology utilized to determine whether attendees have learned the criteria during the defined instructional period, to gauge and determine the degree to which all learning training objectives are attained, as well as assess and identify the level of performance of attendees in execution of what is learned.

C-1.4. Initial Planning Conference Workshop: The Provider shall facilitate and conduct the Initial Planning Conference (IPC) workshop, as prescribed by the Master Schedule, which shall include, but not be limited to, the following tasks:

C-1.4.1. Provide instruction, review logistics, identify, and secure stakeholder's identification, site location and facilities identification, maps and emergency roadways and accessibility logistics, scheduling, staffing, and roles identification for upcoming full exercise.

C-1.4.2. Review of the Project Schedule of Activities Plan.

C-1.5. ICS-200 Classroom Training: The Provider shall provide ICS-200 Classroom Training, conducted by FEMA certified ICS instructors, and in accordance with approved training materials, to a minimum of twenty (20) Department staff and stakeholder attendees, per Region, as designated, and within Regions assigned by the Department. As part of the ICS-200 classroom training, the Provider shall:

C-1.5.1. Utilize the associated approved training materials and curriculum to teach, instruct, educate and train Department staff and stakeholder attendees, as identified by the Department.

C-1.5.2. Review the learning objectives from the ICS-100 and ICS-700 prerequisite courses; address and accept questions and comments from attendees, provide answers in response.

C-1.5.3. Conduct face to face ICS-200 classroom training using interactive and engaging teaching methods and detailed review of the ICS-200 learning objectives.

C-1.5.4. Utilize the approved sign-in sheet, ensure it is completed, and the signature of each attendee is obtained for each training.

C-1.6. Exercise Objectives Training Workshop: The Provider shall conduct and provide an Exercise Objectives Training Workshop to a minimum of twenty (20) Department staff and stakeholder attendees, per Region, as identified and as assigned by the Department. As part of the Exercise Objectives Training Workshop, the Provider shall:

C-1.6.1. Provide, review and instruct, on a detailed description, and outline each objective and activity that will occur from implementation to conclusion of a D-SNAP site event, and review and instruct on what attendees will be learning and should be able to do when they complete a unit of instruction.

C-1.7. D-SNAP ICS Organizational Chart Workshop: The Provider shall conduct, provide, and facilitate an ICS Organizational Chart Workshop Training to a minimum of twenty (20) Department staff and stakeholder attendees, as identified by the Department, per Region, and as assigned by the Department. As part of the ICS Organizational Chart Training Workshop, the Provider shall:

C-1.7.1. Provide instruction and educate attendees, on how to identify and assign roles, responsibilities and create and provide an ICS based organization chart that aligns to a modified ICS model, resulting in defined roles and responsibilities for key leadership personnel as well as all staff, distinctive to D-SNAP, which will enable and prepare staff in the event of a D-SNAP initiation occurrence.

C-1.7.2. Develop and provide, to the Department, a final D-SNAP ICS Organizational Chart for each Region which, at a minimum, includes, but is not limited to, a comprehensive identification, classification and assignment of all roles, responsibilities, job duties and tasks required for completing a D-SNAP ICS for each Region.

C-1.7.3. Create and provide an ICS Organization Chart that aligns to a modified ICS model resulting in defined roles and responsibilities for key leadership personnel as well as all staff, which will enable and prepare staff in the event of a D-SNAP initiation occurrence.

C-1.8. D-SNAP Tabletop Exercises: The Provider shall conduct and facilitate Tabletop Exercises, as defined in Exhibit A and as applicable, per Region, based on the ICS-200 learning objectives.

C-1.9. Operational Exercise Training Workshop: The Provider shall conduct and facilitate Operational Exercise Training Workshop, as defined in Exhibit A and as applicable, per Region, based on the ICS-200 learning objectives.

C-1.10. Planning Section Workshop: The Provider shall conduct, provide, and facilitate a Planning Section Workshop with Department staff attendees who are assigned to designated roles within the "Planning Section", as prescribed by the final approved D-SNAP ICS Organizational Chart for each Region.

C-1.10.1. The Provider shall provide, review, and educate Department staff attendees on each specific job within the "Planning Section" to provide specific details tasks requirements of each appointed job, how to complete each individual task required of appointed jobs, and how each task contributes to satisfying the overall tasks objectives required of a "Planning Section" to ensure successful achievement of a D-SNAP event.

C-1.10.2. The Provider shall, throughout the life of the Contract, conduct facilitated discussions with the Department on the transition of the previous C2 D-SNAP model to a model aligned to ICS. Roles and responsibilities of key leadership positions will be addressed for command relationships with stakeholders and Department headquarters.

C-1.11. Evaluation Assessment Report: Upon completion of each ICS-200 classroom training, completion of all training workshops, associated tabletop and organizational exercise completion, per Region, and the associated D-SNAP classroom exercise plan, the Provider shall evaluate the performance and execution of the exercise, per Region, and provide, to the Department, an Evaluation Assessment Report to include comments with recommendations for improvement for each Region. The Provider shall evaluate the exercise plan and exercise per Region by:

C-1.11.1. Conducting a walkthrough of each exercise with the appropriate resources (Department staff and stakeholders);

C-1.11.2. Overseeing and evaluating each of the operational and tabletop exercises, per Region; and

C-1.11.3. Documenting and maintaining detailed information to support evaluation, to include, but not limited to: specific exercise activities evaluated, provide associated observations, recommendations, suggestive improvements, evaluating and providing the Region(s) exercise completion and performance results.

C-1.12. After-Action Report (AAR): The Provider shall create and provide to the Department, a written AAR for all exercises, per Region, for each Region served by this Contract. The AAR shall include, but is not limited to, the following information, at a minimum:

C-12.1. A descriptive, detailed, narrative of ICS-200 training course classroom activities, tasks, interactions, observations, developments, barriers, challenges, solutions, and outcomes, both positive and negative in nature.

C-12.2. A descriptive, detailed, narrative of planning activities, tasks, interactions, observations, developments barriers, challenges, solutions and outcomes, both positive and negative in nature.

C-12.3. A descriptive, detailed, narrative on the outcome of each workshop and activities, tasks, interactions, observations, developments, barriers, challenges, solutions, and results encountered and observed, as related to the specified outcome.

C-12.4. Provide and include outcome performance evaluation for each Region (how did each Region perform). Include performance details, narrative and results, both positive and negative in nature as related to the Regions outcome result.

C-12.5. Provide and include a partnership interaction performance evaluation result to assess each Regions performance in partnership communication and interaction capabilities (how did each Region work with stakeholders, Emergency Medical Technicians (EMTs), and law enforcement) Include performance details, narrative and results, both positive and negative in nature, as related to the partnership communication and interaction.

C-2. ADMINISTRATIVE TASKS

C-2.1. Staffing

C-2.1.1. The Provider shall assign a single point of contact for this Contract.

C-2.1.2. The Provider shall provide sufficient staff necessary to facilitate performance of Contracted services, tasks and deliverables and ensure successful completion and execution of the services, tasks, deliverables and performance measures, as required by this Contract.

C-2.1.3. The Provider shall be responsible for all staff affiliated with this Contract, ensuring that they have the education, any professional licensure or certification required by this Contract and as required by law, and experience necessary to successfully complete assigned duties and ensure successful completion and execution of the services, tasks, deliverables and performance measures, as required by this Contract.

C-2.2. Professional Qualifications

C-2.2.1 The Provider shall assign FEMA certified ICS instructors to conduct face to face training to the Department and stakeholders and individuals as designated and identified by the Department.

C-2.2.2 The Provider shall ensure and maintain documentation to validate certification of training instructors, as applicable.

C-2.3. Subcontracting

The Provider may not enter into written subcontract(s) for performance of any function under the Contract.

C-2.4. Records and Documentation

C-2.4.1. The Provider shall maintain and deliver the following records and completed documentation to the Department's Contract Manager, or designee:

| ADMINISTRATIVE DOCUMENTS | | | | |
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| # | Report Title | Due Date | Type and # of Copies | Content |
| 1. | Financial and Compliance Audit | See Attachment 3 | One (1) hard Copy | See Attachment 3 |
| 2. | Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Contracts- | Due on or prior to Contract begin date | One (1) copy | See Attachment 4 |
| 3. | Certification Regarding Lobbying | Due on or prior to Contract begin date | One (1) copy | See Attachment 5 |
| FISCAL DOCUMENTS | | | | |
| 4. | Request for Payment | Fifteen (15) calendar days following the end of the month for which payment is being requested. | One (1) electronic copy | See Section F-5. Invoice Requirements |

C-2.4.2 All source documents or supporting documentation used to determine compliance with deliverables; and

C-2.4.3 All documents as required in accordance with CF Standard Contract 2019.

C-2-5. Reports (programmatic and to support payment)

C-2.5.1. The Provider shall maintain and deliver to the Department's Contract Manager, or designee, the following reports to document the completion of deliverables as specified in Exhibit D. Reports must be received by the Department's Contract Manager, or designee, in accordance with the following table and prior to submission of the Request for Payment for the term of the contract. If the due date for a report falls on a State of Florida approved holiday or weekend, the report shall be due the next business day.

| # | Title | Due Date to Contract Manager | # Copies | Contents |
|----------|---------------------------------------|---------------------------------------------------------------------------|-------------------------|------------------|
| 1. | Performance Measure Compliance Report | Prior to or concurrent with the Request for Payment | One (1) electronic copy | See Attachment 1 |
| 2. | Master Schedule | Due within five (5) business days, after award decision by the Department | One (1) hard Copy | See Attachment 2 |

C-2.5.2. Acceptance of required reports shall constitute a separate act and must be approved by the Department's Contract Manager, or designee, as such. The Department reserves the right to reject reports as incomplete, inadequate, or unacceptable according to the limits set forth in this Contract. The Provider shall, without additional compensation, correct or revise any incomplete, inadequate, or unacceptable reports.

C-2.5.3. The Department, at its discretion, may allow additional time for the Provider to remedy the deficiencies noted by the Department, or the Department may, after granting the Provider a reasonable opportunity to make a report complete, adequate, or acceptable to the Department, declare this Contract to be in default.

C-2.5.4. Extensions of due dates for reports, documents, and deliverables as outlined in this contract shall be granted to the Provider upon prior written request from the Provider and with approval by the Department's Contract Manager, or designee.

C-3 STANDARD CONTRACT REQUIREMENTS

The Provider shall perform all acts required by Sections 4, 5, 7, 8 and 9 of the CF Standard Integrated Contract.

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EXHIBIT D – DELIVERABLES

D-1. SERVICE UNIT

A unit of service is described in **Exhibit F**, Method of Payment. Each unit of service shall be delivered in accordance with the terms and conditions of this Contract and performed in a manner acceptable to the Department.

D-2. DELIVERABLES

The Provider shall maintain and deliver the following to the Department's Contract Manager, or designee, to document the completion of deliverables.

Documentation of the completed deliverable shall be received by the Department's Contract Manager, or designee, by the listed due date on the Master Schedule, for approval by the Department's Contract Manager, or designee, prior to authorizing payment. If the due date falls on a State of Florida approved holiday or weekend, the deliverable documentation shall be due the next state business day.

D-2.1 Below is the Deliverable Report Table, by Region.

| # | Report Title | Due Date | # of Copies | Contents |
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| 1. | Master Schedule | Due within five (5) business days, after award decision by the Department. | One (1) electronic | (1) Master Schedule, per Region served, completed in its entirety, as required by Attachment 2. Printed Name, Signature and Date of signature is required of the Provider on the Final Master Schedule, and each revised Master Scheduled thereafter, if applicable. |
| 2. | Project Schedule of Activities Plan: One (1) Project Schedule of Activities Plan, per Region served, to include at a minimum all content as prescribed by Section C-1.2. of this Contract. | Due: a minimum of ten (10) days prior to the ICP Conference Workshop Date, as defined by the Master Schedule. | One (1) electronic | Project Schedule of Activities Plan at a minimum shall include, but not be limited to, all content as prescribed by Section C-1.2 of this Contract. |
| 3. | Evaluation an Assessment Materials completed by the Provider, per Region, to include the Providers Evaluation Assessment of each Regions performance and results for the ICS-200 training and the D-SNAP tabletop and/or operational exercise, as applicable. | Due: minimum of ten (10) days prior to the IPC Workshop Date, as defined by the Master Schedule. | One (1) electronic | For each individual training, workshop, activity or exercise to be provided, conducted and facilitated, the Provider shall develop training materials, sign-in sheets, evaluation and assessment materials, which shall be utilized to train attendees, as well as all documentation to support and validate successful completion of deliverables, as defined within this Contract and identified in the Project Schedule of Activities Plan as prescribed by Section C-1.3. of this Contract. |
| 4. | Initial Planning Conference (IPC) Workshop: A minimum of twenty (20) Department staff and stakeholder attendees, as identified by the Department, per Region. | Due: a minimum of ten (10) days prior to ICS-200 class room training date in specified Region, as prescribed by the Master Schedule. | One (1) electronic | Facilitate and conduct the Initial Planning Conference (IPC) Workshop as prescribed by Section C-1.4. and the Master Schedule, per Region. Provide instruction, review logistics, identify, and secure stakeholder's identification, site location and facilities identification, maps and emergency roadways and accessibility logistics, scheduling, staffing, and roles identification for upcoming full exercise. Also, review of the Project Schedule of Activities Plan. |
| 5. | ICS-200 Classroom Training. Facilitate, conduct and provide a total of five (5) ICS-200 classroom trainings to a total of 100 Department identified staff and stakeholders** as required by Section C-1.5. of this Contract. | Due: within one (1) month of contract execution date, or as prescribed by the approved Master Schedule. | One (1) electronic | Facilitate, conduct and provide a total of five (5) ICS- 200 classroom trainings to a total of one hundred (100) Department identified staff and stakeholders** as prescribed by Section C-1.5. of this Contract. Provide ICS-200 Classroom Training, conducted by FEMA certified ICS instructors, and in accordance with approved training materials, to a minimum of twenty (20) Department staff and stakeholder attendees, per Region, as designated, and within Regions assigned by the Department. As part of the ICS-200 classroom training, the Provider shall: Utilize the associated approved training materials and curriculum to teach, instruct, educate and train Department staff and stakeholder attendees, as identified by the Department; Review the learning objectives from the ICS-100 and ICS-700 prerequisite courses; Address and accept questions and comments from attendees, provide answers in response; Conduct face to face ICS-200 classroom training using interactive and engaging teaching methods and detailed review of the ICS-200 learning objectives; and Utilize the approved sign-in sheet, ensure it is completed, and the signature of each attendee is obtained for each training. |

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| 6. | Exercise Objectives Training Workshop: The Provider shall conduct and provide an Exercise Objectives Training Workshop to a minimum of twenty (20) Department staff and stakeholder attendees, per Region, as identified and as assigned by the Department. | Due: within one (1) month of contract execution date, or as prescribed by the approved Master Schedule. | One (1) electronic | Provide, review and instruct, on a detailed description, and outline each objective and activity that will occur from implementation to conclusion of a D-SNAP site event, and review and instruct on what attendees will be learning and should be able to do when they complete a unit of instruction as prescribed by Section C-1.6. of this Contract. |
| 7. | D-SNAP ICS Organizational Chart Workshop: The Provider shall conduct, provide, and facilitate an ICS Organizational Chart Training Workshop to a minimum of twenty (20) Department staff and stakeholder attendees, as identified by the Department, per Region, and as assigned by the Department. | Due: within one (1) month of contract execution date, or as prescribed by the approved Master Schedule. | One (1) electronic | Provide, facilitate and conduct one (1) ICS Organizational Chart Training Workshop to a minimum of twenty (20) Department staff and stakeholder attendees, per Region, as identified and assigned by the Department and as prescribed by Section C-1.7. of this Contract. As part of the ICS Organizational Chart Training Workshop the Provider shall: Provide instruction and educate attendees on how to identify and assign roles, responsibilities and create and provide an ICS based organization chart that aligns to a modified ICS model resulting in defined roles and responsibilities for key leadership personnel as well as all staff, which will enable and prepare staff in the event of a D-SNAP initiation occurrence; Develop and provide to the Department a final ICS Organizational Chart for each Region which at a minimum shall include, but not be limited to, : Identification of and assign roles, responsibilities, job duties and tasks for Region with defined roles and responsibilities for key leadership personnel as well as all staff, which will enable and prepare staff in the event of a D-SNAP initiation occurrence; and Create and provide an ICS based organization chart that aligns to a modified ICS model resulting in defined roles and responsibilities for key leadership personnel as well as all staff, which will enable and prepare staff in the event of a D-SNAP initiation occurrence |
| 8. | Planner Section Workshop: Facilitate, conduct and provide one (1) Planner Section Workshop with each Region's (Southeast, Southern, Suncoast, Northeast and Northwest) Department staff attendees who are identified and assigned to the designated roles within the "Plan. | Due: after approval of the final ICS Organizational Chart. | One (1) electronic | Conference to provide instructional review and information to "Planners" on the specific job duties, responsibilities and tasks related to those in "Planner" roles for a D-SNAP disaster event. Facilitate, conduct and provide one (1) Planner Section Workshop with each Region's (Southeast, Southern, Suncoast, Northeast and Northwest) Department staff attendees who are identified and assigned to the designated roles within the "Planning Section" as determined by the final approved D-SNAP ICS Organization Chart and as required by Section C-1.8. of this Contract. Must occur after the final ICS Organization Chart is approved. |
| 9. | D-SNAP Tabletop Exercise Training: One (1) (half day), to a minimum of twenty (20) Department staff and stakeholder attendees, as identified by the Department, to allow participation of Southeast Region local stakeholders, who are unable to participate in the operational exercise. | Due: within two (2) months of Contract execution, or as prescribed by the approved Master Schedule. | One (1) electronic | Facilitate, conduct and provide one (1) (half day), D-SNAP Tabletop Exercise Tabletop Exercise which shall include of all activities included in the operational exercise, in a written classroom setting format. The exercise scenario will focus on the types of decisions a Regional Managing Director (RMD) and staff need to make along with the advice and support of local stakeholders to plan and execute a D-SNAP event operation as prescribed by Section C-1.9 of the Contract. Must be completed Prior to Operational exercise commencement |
| 10. | Operational Exercise Training Workshop : Facilitate, conduct and provide one (1) (period of three (3) consecutive 8-hour days) training to a minimum of twenty (20) Department staff and stakeholder attendees, per Region, as identified by the Department. | Due: within two (2) months of Contract execution, or as prescribed by the approved Master Schedule. | One (1) electronic | Facilitate, conduct and provide one (1) (period of three (3) consecutive 8-hour days) training to a minimum of twenty (20) Department staff and stakeholder attendees, per Region, as identified by the Department. The Provider shall conduct the training using event injects based on historical D-SNAP situations. Prior to exercise commencement, the Provider shall conduct workshops for exercise controllers, evaluators and simulation cell participants and a Final Planning Conference (FPC) as prescribed by Section C-1.10. of the Contract. |
| 11. | Evaluation Assessment : Create and provide to the Department one (1) Evaluation Assessment completed by the Provider, per Region, for each Region served. | Due: within two (2) months of Contract execution, or as prescribed by the approved Master Schedule. | One (1) electronic | Create and provide to the Department one (1) Evaluation Assessment completed by the Provider per Region, for each Region served, which include the Providers Assessment of the performance of the Region in the ICS-200 training and the D-SNAP tabletop and/or operational exercise, as applicable. To include comments with recommendations for improvement for each Region; completed by the Provider as prescribed by Section C-1.11. of the Contract. |

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| 12. | After-Action Report (AAR): Create one (1) After-Action Report, per Region. | Due: within ten (10) days following the completion date of a D-SNAP tabletop and/or operational exercises, as applicable, per Region and as defined by the Master Schedule. | One (1) electronic | <p>After- Action Report must include, but is not limited to the following information at a minimum:</p> <ol style="list-style-type: none"> 1. C-12.1. A descriptive, detailed, narrative of ICS 200 training course classroom activities, tasks, interactions, observations, developments, barriers, challenges, and solutions and outcomes, both positive and negative in nature. 2. C-1.12.2. A descriptive, detailed, narrative of planning activities, tasks, interactions, observations, developments barriers, challenges, and solutions and outcomes, both positive and negative in nature. 3. C-1.12.3. A descriptive, detailed, narrative on the outcome of each workshop and activities, tasks, interactions, observations, developments, barriers, challenges, solutions and results encountered and observed as the related to the outcomes, both positive and negative in nature. 4. C-1.12.4. Provide and include outcome performance evaluation for each Region (how did each Region perform). Include performance details, narrative and results, both positive and negative in nature as related to the Regions outcome result. 5. C-1.12.5. Provide and include a partnership interaction performance evaluation result to assess each Regions performance in partnership communication and interaction capabilities (how did each Region work with Stakeholders, EMT, and law enforcement) Include performance details, narrative and results, both positive and negative in nature, as related to the partnership communication and interaction. |
|-----|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

D-2.2. The Department reserves the right to reject reports, documents and/or deliverables as incomplete, inadequate, or unacceptable according to the limits set forth in this Contract. The Provider shall, without additional compensation, correct or revise any incomplete, inadequate, or unacceptable reports, documents and/or deliverables.

D-3. MINIMUM LEVEL OF SERVICE FOR DELIVERABLES

The minimum level of service for each deliverable shall be:

D-3.1. Delivered by the dates listed in **Section D-2.1.**

D-3.2. Evidence of proper completion of each deliverable through submission of required documentation listed in **Section D-2.1.**

D-3.3. Compliance with **Section D-2.2.**, as applicable.

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EXHIBIT E – MINIMUM PERFORMANCE MEASURES

E-1. MINIMUM PERFORMANCE MEASURES

For Minimum Performance Measures, see **Attachment 1**, Performance Measure Compliance Report.

E-2. Performance Evaluation Methodology

Performance Standards Statement: By execution of this Contract, the Provider hereby acknowledges and agrees that its performance under the Contract must meet the standards set forth above and will be bound by the conditions set forth in this Contract. If the Provider fails to meet these standards, the Department shall impose financial consequences as outlined in **Exhibit F1**. If performance deficiencies are not resolved to the satisfaction of the Department within a reasonable period, not to exceed six (6) months, and if no extenuating circumstances can be documented by the Provider to the Department's satisfaction, the Department must terminate the Contract. The Department has the sole authority to determine whether there are extenuating or mitigating circumstances.

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EXHIBIT F - METHOD OF PAYMENT

F-1. CONTRACT TYPE AND PRICING

F-1.1. This is a fixed price (unit cost) Contract. Deliverable pricing shall include any and all travel and expenses the Provider may incur and all activities required to achieve each Deliverable objective. The Department will pay the Provider for the delivery of service units provided in accordance with the terms and conditions of this Contract for a total dollar amount not to exceed \$TBD, subject to the availability of funds and the Provider's satisfactory performance of all terms.

F-1.2. The Department will pay for the service units at the unit prices and limits listed in **Attachment 1**, of this Contract. The Provider's quote dated TBD, or its revision dated TBD, as applicable which are hereby incorporated by reference, received in response to ITB# ITB082819FSET1 shall remain in effect for the full term of this Contract.

F-2. PROVISIONS FOR TRAVEL AND EXPENSES, ETC.

. Travel expenses, in excess of the travel included in the quoted price, are not reimbursable under this Contract. Expenses for the reproduction of student materials are not included in the total project cost, pending the Department's decision to locally reproduce or pay for outsourcing. Outsourcing price estimates are available.

F-4. INVOICE REQUIREMENTS

The Provider shall request payment once Deliverable(s) are met, in accordance with requirement set forth in this Contract, as submitted and approved through submission of a properly completed invoice in sufficient detail for proper pre-audit and post-audit. Payments may be authorized only for service units on the invoice, which are in accord with the above list, and other terms and conditions of this Contract. The service units for which payment is requested may not either by themselves, or cumulatively by totaling service units on previous invoices, exceed the total authorized by this Contract.

F-4.1. Invoice requests for payment shall be submitted by the Provider to the Department's Contract Manager, or designee, following the provision of services and Department approval of each Deliverable of which payment is being requested. Invoices shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. Invoices shall be electronically submitted to: Shantel.Pierre.Louis@myflfamilies.com.

F-4.2. Invoices shall be mailed to:

Department of Children and Families Office of Economic Self-Sufficiency
Contract Manager, Shantel Louis- Pierre
1317 Winewood Boulevard, Building 3, Room 459
Tallahassee, Fl. 32399-0700

F-4.3. The final invoice for payment shall be submitted to the Department no more than 30 days after the Contract ends or is terminated. Any payment due under the terms of this Contract may be withheld until performance of services and all reports due from the Provider and necessary adjustments thereto, have been approved by the Department.

F-4.4. The actual content and format the Provider's invoice will be subject to approval of the Department. Each invoice shall include the Contract number, the dates on which services were rendered and the monthly operational reports on performance metrics. All invoices for fees or other compensation for services shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

F-5 Invoice Approval

The Department's Contract Manager, or designee, shall review and, if appropriate, approve the services invoiced prior to payment being made.

EXHIBIT F1 –ADDITIONAL FINANCIAL CONSEQUENCES

The following financial consequences apply in addition to the Financial Consequences provided in Section 6.1 of this Contract.

F1-1 FINANCIAL CONSEQUENCES

F1-1.1. In addition to the financial penalties set forth in Rule 65-29.001, F.A.C, for failure to comply with a requirement for corrective action, the Department shall assess financial consequences if the Provider is not in compliance with any of the following Contract requirements.

F1-1.1.1. Failure to submit an invoice by the deadline as specified in Section 3.3, Invoices, and Section F-4, Invoice Requirements. Financial Consequences in the amount of \$250.00 per day, shall be assessed for each business day past the due date which the Provider failed to submit an invoice as specified.

F1-1.1.2. Failure to submit a report and/or deliverable by the deadline as specified in Section C-2.5.1, Reports, and D-2., Deliverables. Financial consequences in the amount of \$250.00 per day, shall be assessed for each business day past the due date which the Provider fails to submit a report and/or deliverable as specified.

F1-1.1.3. Failure to submit an acceptable report and/or deliverable as specified in Section C-2.5.1, Reports, and D-2., Deliverables, that contains accurate and complete information or data. The Department shall provide written notice to the Provider and allow the Provider five (5) business days to remedy the failure. If the Provider fails to remedy within five (5) business days, the Department shall assess financial consequences of \$250.00 per day for each business day the Provider is not in compliance with the submission of an acceptable report, document or deliverable. Notwithstanding the initial five (5) state business day time frame to submit a corrected acceptable report, document or deliverable, financial consequences shall be assessed until the date of receipt of an acceptable report, document, or deliverable. The time frame for the Department's inspection and review of a corrected report, document or deliverable shall not be included in the assessment of financial consequences.

F1-1.2. The Provider shall reflect such deductions for financial consequences on the monthly invoice applicable to the assessment of financial consequences. Failure to reflect such deductions in an invoice shall constitute grounds for the Department to reject the invoice or for the Department to deduct such financial consequences from any payment due to the Provider. The calculations and conclusions of any financial consequences deducted by the Department on an invoice shall be provided to the Provider.

F1-1.3. In the event that noncompliance was the result of extenuating circumstances beyond the control of the Provider, the Department will consider waiving or reducing the financial consequences under the following circumstances:

F1-1.3.1. The Provider shall attest to and document the extenuating circumstance to the Department's Contract Manager, or designee, by the specified due date. The written request shall detail the steps the Provider put into place to promote the timely submission and/or acceptable completion, reason for the noncompliance, proposed correction for the noncompliance including the steps that the Provider will take to avoid a future recurrence of such noncompliance.

F1-1.3.2. Submission of said attestation to the Department's Contract Manager, or designee, documenting the extenuating circumstance beyond the control of the Provider shall not be construed to mean acceptance by the Department. Acceptance of the extenuating circumstance shall constitute a separate act, and must be approved by the Department's Contract Manager, or designee, as such. The Department's Contract Manager, or designee, will advise the Provider following receipt of the attestation, whether the request for a waiver or reduction of financial consequences is approved.

F1-1.3.3. Barring Department acceptance of extenuating circumstances beyond the control of the Provider, the Department may assess financial consequences against the Provider for each separate occurrence of noncompliance.

F1-1.3.4 Extenuating circumstances will not be considered for the late submission of the June and/ or Final invoice as described in Section 3.3, Invoices, and Section F-4, Invoice Requirements.

F1-1.4 Financial consequences paid under this provision shall not be paid from Contract funds, shall not be charged as a Contract expense and shall not reduce funds available for the delivery of services under this contract.

ATTACHMENT 1

MINIMUM PERFORMANCE MEASURES

D-3.1. Southeast, Southern, Suncoast, Northeast and Northwest Regions Deliverable Table

| # | Performance Measure | Due Date | % Compliance | Financial Consequences |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <p>Completion and Delivery of one (1) Project Schedule of Activities Plan to the Department, per Region served, meeting the requirements as defined by Section C-1.2. and by the due date as prescribed in Section D.</p> <p>One (1) report required, per Region served.</p> <p>Must be completed prior to Initial Planning Conference (IPC) Workshop.</p> | <p>One (1) Project Schedule of Activities Plan, per Region served, to include at a minimum all content as prescribed by Section C-12. Due: minimum of ten (10) days prior to the IPC Workshop Date, as defined by the approved Master Schedule, per Region.</p> <p>Must be completed prior to Initial Planning Conference (IPC) Workshop.</p> | | <p>Financial Consequence shall be assessed in the amount of <u>\$250.00</u>, per business day, for each business day exceeding the due date provided in Section D-2.1 Deliverable Report Table #2 of this Contract, a completed Project Schedule of Activities Plan is not received from the Provider, by 5:00 pm Eastern Standard Time (EST).</p> |
| 2. | <p>Completion and Delivery of the Evaluation and Assessment Materials to include the following: One (1) set of Training Materials, one (1) Sign in Sheet and, one (1) set of Evaluation and Assessment Materials, for each individual training, workshop, activity, exercise to be provided, conducted, and or facilitated by Provider, which shall meet or exceed the requirements as defined by Section C-1.3., and by the due date. Due minimum of ten (10) days prior to the IPC Workshop Date, as defined by the approved Master Schedule, per Region.</p> | <p>For each individual training, workshop, activity, exercise to be provided, conducted, and facilitated, the Provider shall develop training materials, sign in sheets, and evaluation and assessment materials, which shall be utilized to train attendees, as well as all documentation to support and validate successful completion of deliverables, as defined within this Contract and identified in the Project Schedule of Activities Plan. Completed training materials, sign in sheets and evaluation and assessment materials shall be included and submitted with the Project Schedule of Activities Plan.</p> | | <p>Financial Consequence shall be assessed in the amount of <u>\$250.00</u>, per business day, for each business day exceeding the due date provided in Section D-2.1 Deliverable Report Table #3 of this Contract, that one (1) set of Training Materials, one (1) Sign in Sheet and, one (1) set of Evaluation and Assessment Materials, for each individual training, workshop exercise to be provided, conducted, and/or facilitated by Provider is not received from the Provider, by 5:00 pm Eastern Standard Time (EST).</p> |
| 3. | <p>Completion and delivery of one (1) Initial Planning Conference (IPC) Workshop provided, per Region, to a minimum of twenty (20) Department staff and stakeholder attendees, as identified by the Department and meeting the requirements of Section C-1.4 of this Contract, and by the due date prescribed as prescribed by the Master Schedule.</p> | <p>Provide, facilitate and conduct the Initial Planning Conference (IPC) Workshop with a minimum of twenty (20) Department staff and stakeholder attendees, as identified by the Department, per Region. Due: minimum of ten (10) days prior to ICS-200 class room training date in specified Region, as prescribed by the approved Master Schedule.</p> | | <p>Financial Consequences shall be assessed in the amount of <u>\$250.00</u>, per business day, for each business day exceeding the due date provided in the Department's approved Master Schedule.</p> |
| 4. | <p>Completion and delivery of five (5) ICS-200 classroom trainings provided to minimum of 100 Department staff and stakeholder attendees, as identified by the Department and meeting the requirements of Section C-1.5 of this Contract, and by the due date, as prescribed by the approved Master Schedule.</p> | <p>Facilitate, conduct and provide a total of five (5) ICS-200 classroom trainings to a total of 100 Department identified staff and stakeholders** as required by Section C-1.5. of this Contract.</p> <p>**One (1) ICS- 200 classroom training per Region (Southeast, Southern, Suncoast, Northeast and Northwest) to a minimum of twenty (20) Department identified staff and stakeholder attendees.</p> <p>Due within one (1) month of Contract execution date, or as prescribed by the approved Master Schedule.</p> | | <p>Financial Consequences shall be assessed in the amount of <u>\$250.00</u>, per business day, for each business day exceeding the due date provided in the Department's approved Master Schedule.</p> |

| | | | | |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | Completion and delivery of five (5) Exercise Objectives Training Workshops to minimum of one hundred (100) Department staff and stakeholder attendees**, as identified by the Department and as prescribed by section C-1.6. of this Contract. | Facilitate, conduct and provide a total of five (5) Exercise Objectives Trainings Workshops to minimum of one hundred (100) Department staff and stakeholder attendees**, as identified by the Department and as prescribed by section C-1.6 of this Contract. **One (1) Exercise Objectives Training Workshop per Region (Southeast, Southern, Suncoast, Northeast and Northwest) to a minimum of twenty (20) Department identified staff and stakeholder attendees. Due within one (1) month of Contract execution, or as prescribed by the approved Master Schedule. | | Financial Consequences shall be assessed in the amount of <u>\$250.00</u> , per business day, for each business day exceeding the due date provided in the Department's approved Master Schedule. |
| 6. | Completion and delivery of the ICS Organizational Chart Training Workshop per Region (Southeast, Southern, Suncoast, Northeast and Northwest), to a minimum of twenty (20) Department identified staff and stakeholder attendees. | Facilitate, conduct and provide a total of five (5) ICS Organizational Chart Trainings Workshops to minimum of 100 Department staff and stakeholder attendees**, as identified by the Department and as prescribed by Section C-1.7. of this Contract. | | Financial Consequences shall be assessed in the amount of <u>\$250.00</u> , per business day, for each business day exceeding the due date provided in the Department's approved Master Schedule. |
| 7. | Completion and delivery of one (1) Planner Section Workshop provided to Department staff attendees identified and assigned to the designated roles of "Planners", as determined by the final approved ICS org chart, per Region, as required by Section C-1.8. of this Contract. | Facilitate, conduct and provide one (1) Planner Section Workshop with each Region's (Southeast, Southern, Suncoast, Northeast and Northwest) Department staff attendees who are identified and assigned to the designated roles within the "Planning Section" as determined by the final approved D-SNAP ICS org chart. Conference to provide instructional review and information to "Planners" on the specific job duties, responsibilities and tasks related to those in "Planner" roles for a D-SNAP disaster event. Due within one (1) month of Contract execution, or as prescribed by the approved Master Schedule. | | Financial Consequences shall be assessed in the amount of <u>\$250.00</u> , per business day, for each business day exceeding the due date provided in the Department's approved Master Schedule. |
| 8. | Completion and delivery of one (1) half day (minimum 4 hours), D-SNAP Tabletop Exercise provided to a minimum of twenty (20) Department staff and stakeholder attendees in the Southeast Region, as identified by the Department and as required by Section C-1.9., to allow participation of Southeast Region local stakeholders, who are unable to participate in the operational exercise, as prescribed by Section C-1.10. of this Contract. | Facilitate, conduct and provide one (1) (half day), D-SNAP Tabletop Exercise to minimum of twenty (20) Department staff and stakeholder attendees in the Southeast Region, as identified by the Department to allow participation of Southeast Region local stakeholders, who are unable to participate in the operational exercise. | | Financial Consequences shall be assessed in the amount of <u>\$250.00</u> , per Deliverable invoiced. |
| 9. | Completion and delivery of the Operational Exercise Training Workshop. The Provider shall conduct workshops for exercise controllers, evaluators and simulation cell participants. | Facilitate, conduct and provide one (1) Operational Exercise Training Workshop (period of three (3) consecutive 8-hour days) to a minimum of twenty (20) Department staff and stakeholders attendees per Region, as identified the Department as prescribed by Section C-1.10. | | Financial Consequences shall be assessed in the amount of <u>\$250.00</u> , per Deliverable invoiced. |

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|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------|
| 10. | Completion and Delivery of One (1) Evaluation Assessment Report per Region, of Provider evaluation assessment, meeting or exceeding the requirements as defined in Section C-1.12. and evaluated in the manner as prescribed by Section C-1.11. and received by the Department by the due date specified in Section D-2 Table of Reports. | Create and provide to the Department one (1) Evaluation Assessment completed by the Provider per Region, for each Region served, which Department include the Providers Assessment of the performance of the Region in the ICS-200 training and the D-SNAP tabletop and/or operational exercise, as applicable. To include comments with recommendations for improvement for each Region; completed by the Provider. Due within two (2) months of Contract execution, or as prescribed by the approved Master Schedule. | | Financial Consequences shall be assessed in the amount of <u>\$250.00</u> , per Deliverable invoiced. |
| 11. | Completion and Delivery of five (5) After-Action Reports, one (1) per Region, as required by Section C-1.12. | Develop, create and provide to the Department five (5) After-Action Reports, one (1) per Region, as required by Section C-1.12. | | Financial Consequences shall be assessed in the amount of <u>\$250.00</u> , per Deliverable invoiced. |

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ATTACHMENT 2

**Master Schedule
DEPARTMENT Incident Command System (ICS)
(SAMPLE)**

| Date | Time | Name of Training /Workshop Meeting/Event | Location | Participants |
|-------------------------|-----------------|-------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------|
| 9/16/2019 – 9/17/2019 | 8:30am – 5:00pm | ICS 200 Classroom Training | TBD | All Department Region Participants |
| 9/19/2019 – 9/20/2019 | 8:30am – 5:00pm | ICS 200 Classroom Training | TBD | All Department Region Participants |
| 9/25/2019 | TBD | Region Exercise Objectives Workshop | TBD | VTC Department Southern/Southeast Regions Key Players and Stakeholders |
| 9/30/2019 | 8:00am – 5:00pm | ICS Org Chart Workshop | TBD | All Department Region Participants |
| 10/1/2019 | 8:00am – 5:00pm | ICS Org Chart Workshop | TBD | All Department Region Participants |
| 10/2/2019 – 10/3/2019 | TBD | Master Scenario Event List (MSEL) | TBD | Selected |
| 10/4/2019 | TBD | Exercise Execution Brief | TBD | Department Headquarters Staff |
| 10/7/2019 – 10/9/2019 | 8:30am - ??? | Planning Section/Stakeholders | TBD | Department Region Planning Section Facility lead, police lead, EMS, EOC lead, Stakeholders BD |
| 10/21/2019 – 10/23/2019 | 8:30am – 5:00pm | Exercise Play | TBD | All Participants |
| 10/23/2019 | TBD | Exercise After Action | TBD | All Participants |
| 10/28/2019 – 10/30/2019 | TBD | Southeast Region Table Top | TBD | All Department Region Participants |
| 11/8/2019 | TBD | Headquarters After Action | TBD | Department Headquarters Leadership |

*Master Schedule subject to change, all revisions hereafter shall be agreed upon by both parties, in writing.

Name of Provider Approver: _____
(Print)

Provider Signature of Approval: _____ Date: _____
(Provider Signature)

Name of Department Approver: _____
(Print)

Department Signature of Approval: _____ Date: _____
(Department Signature)

ATTACHMENT 3

The administration of resources awarded by the Department of Children & Families to the Provider may be subject to audits as described in this attachment.

A. MONITORING

In addition to reviews of audits conducted in accordance with 2 Code of Federal Regulations (CFR) §§ 200.500- 200.521 and § 215.97, F.S., as revised, the Department may monitor or conduct oversight reviews to evaluate compliance with contract, management and programmatic requirements. Such monitoring or other oversight procedures may include, but not be limited to, on-site visits by Department staff, agreed-upon procedures engagements as described in 2 CFR § 200.425 or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department's inspector general, the state's Chief Financial Officer or the Auditor General.

B. AUDITS

PART I: FEDERAL REQUIREMENTS

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in 2 CFR §§ 200.500-200.521.

In the event the recipient expends \$750,000 or more in Federal awards during its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR §§ 200.500-200.521. The recipient agrees to provide a copy of the single audit to the Department's Single Audit Unit and its contract manager. In the event the recipient expends less than \$750,000 in Federal awards during its fiscal year, the recipient agrees to provide certification to the Department's Single Audit Unit and its contract manager that a single audit was not required. In determining the Federal awards expended during its fiscal year, the recipient Department consider all sources of Federal awards, including Federal resources received from the Department of Children & Families, Federal government (direct), other state agencies, and other non-state entities. The determination of amounts of Federal awards expended should be in accordance with guidelines established by 2 CFR §§ 200.500-200.521. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR Part 200 §§ 200.500-200.521 will meet the requirements of this part. In connection with the above audit requirements, the recipient Department fulfill the requirements relative to auditee responsibilities as provided in 2 CFR § 200.508.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the Department in effect during the audit period. The financial statements should disclose whether the matching requirement was met for each applicable contract. All questioned costs and liabilities due the Department shall be fully disclosed in the audit report package with reference to the specific Contract number.

PART II: STATE REQUIREMENTS

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

In the event the recipient expends \$500,000 or more (\$750,000 or more for fiscal years beginning on or after July 1, 2016) in state financial assistance during its fiscal year, the recipient must have a State single or project-specific audit conducted in accordance with Section 215.97, F.S. ; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. The recipient agrees to provide a copy of the single audit to the Department's Single Audit Unit and its Contract Manager. In the event the recipient expends less than \$500,000 (less than \$750,000 for fiscal years beginning on or after July 1, 2016) in State financial assistance during its fiscal year, the recipient agrees to provide certification to the Department's Single Audit Unit and its Contract Manager that a single audit was not required. In determining the State financial assistance expended during its fiscal year, the recipient shall consider all sources of State financial assistance, including State financial assistance received from the Department of Children & Families, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

In connection with the audit requirements addressed in the preceding paragraph, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), F.S., and Chapters 10.550 or 10.650, Rules of the Auditor General.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the Department in effect during the audit period. The financial statements should disclose whether the matching requirement was met for each applicable contract. All questioned costs and liabilities due the Department shall be fully disclosed in the audit report package with reference to the specific contract number.

PART III: REPORT SUBMISSION

Any reports, management letters, or other information required to be submitted to the Department pursuant to this agreement shall be submitted within 180 days after the end of the provider's fiscal year or within 30 (federal) or 45 (State) days of the recipient's receipt of the audit report, whichever occurs first, directly to each of the following unless otherwise required by Florida Statutes:

C. Contract manager for this contract (1 copy)

D. Department of Children & Families (1 electronic copy and management letter, if issued)

Office of the Inspector General
Single Audit Unit
Building 5, Room 237
1317 Winewood Boulevard
Tallahassee, FL 32399-0700
Email address: HOW.IG.Single.Audit@myflfamilies.com

E. Reporting packages for audits conducted in accordance with 2 CFR Part 200 §§ 200.500-200.521, and required by Part I of this agreement shall be submitted, when required by 2 CFR Part 200 § 200.512 (d) by or on behalf of the recipient directly to the Federal Audit Clearinghouse using the Federal Audit Clearinghouse's Internet Data Entry System at: <http://harvester.census.gov/fac/collect/ddeindex.html> and other Federal agencies and pass-through entities in accordance with 2 CFR § 200.512.

F. Copies of reporting packages required by Part II of this agreement shall be submitted by or on behalf of the recipient directly to the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, FL 32399-1450
Email address: flaudgen_localgovt@aud.state.fl.us

Providers, when submitting audit report packages to the Department for audits done in accordance with 2 CFR §§ 200.500-200.521, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit or for-profit organizations), Rules of the Auditor General, should include, when available, correspondence from the auditor indicating the date the audit report package was delivered to them. When such correspondence is not available, the date that the audit report package was delivered by the auditor to the provider must be indicated in correspondence submitted to the Department in accordance with Chapter 10.558(3) or Chapter 10.657(2), Rules of the Auditor General.

PART IV: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of six (6) years from the date the audit report is issued and shall allow the Department or its designee, Chief Financial Officer or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department or its designee, Chief Financial Officer or Auditor General, upon request, for a period of three (3) years from the date the audit report is issued, unless extended in writing by the Department.

ATTACHMENT 4

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION CONTRACTS

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).

INSTRUCTIONS

1. Each provider whose contract/subcontract equals or exceeds \$25,000 in federal moneys must sign this certification prior to execution of each contract. Additionally, providers who audit federal programs must also sign, regardless of the contract amount. The Department of Children and Families cannot contract with these types of providers if they are debarred or suspended by the federal government.
2. This certification is a material representation of fact upon which reliance is placed when this contract is entered into. If it is later determined that the signer knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.
3. The Provider shall provide immediate written notice to the contract manager at any time the provider learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "debarred", "suspended", "ineligible", "person", "principal", and "voluntarily excluded", as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the Department's Contract Manager for assistance in obtaining a copy of those regulations.
5. The provider agrees by submitting this certification that, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract unless authorized by the Federal Government.
6. The provider further agrees by submitting this certification that it will require each subcontractor of this contract/subcontract, whose payment will equal or exceed \$25,000 in federal moneys, to submit a signed copy of this certification.
7. The Department of Children and Families may rely upon a certification of a provider that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting/subcontracting unless it knows that the certification is erroneous.
8. This signed certification must be kept in the Department's Contract Manager's contract file. Subcontractor's certification must be kept at the provider's business location.

CERTIFICATION

- (1) The prospective provider certifies, by signing this certification, that neither he nor his principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract/subcontract by any federal Department or agency.
- (2) Where the prospective provider is unable to certify to any of the statements in this certification, such prospective Provider shall attach an explanation to this certification.

Signature

Date

Name (type or print)

Title

CF 1125
Effective July 2015 (CF-1125-1516)

ATTACHMENT 5

CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her 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 Department complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned Department 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 Department certify and disclose accordingly.

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

Signature: _____

Date: _____

Application or Contract ID Number: _____

Name of Authorized Individual Application or Contractor: _____

Address of Organization: _____

CF 1123
Effective July 2015
(CF-1123-1516)