REQUEST FOR PROPOSAL
FOR
HEALTHY START REDESIGN PLANNING

Vendor Name______________________________________________________
Vendor Mailing Address____________________________________________________
City-State-Zip__________________________________________________________
Telephone Number____________________________________________________
Email Address____________________________________________________
Federal Employer Identification Number (FEID)________________________________
Authorized Signature (Manual)_____________________________________________
Authorized Signature (Typed) and Title______________________________________
# TIMELINE

**DOH 10-021**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DUE DATE</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>RFP Advertised - Released</td>
<td>October 15, 2010</td>
<td>Vendor Bid System: <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a></td>
</tr>
<tr>
<td>Questions submitted in writing.</td>
<td>Prior to 5:00 PM EST October 22, 2010</td>
<td>Submit to: Florida Department of Health Purchasing – Renee Gregory, Ste 310 4052 Bald Cypress Way, Bin B07 Tallahassee, FL 32399-1749 Fax: (850) 412-1187 E-mail: <a href="mailto:Renee_Gregory@doh.state.fl.us">Renee_Gregory@doh.state.fl.us</a></td>
</tr>
<tr>
<td>Answers to Questions</td>
<td>October 27, 2010</td>
<td>Posted electronically via the following Internet site: <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a></td>
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<tr>
<td>Sealed Proposals/Replies Due and Opened</td>
<td><strong>Must be received PRIOR to: 2:30 PM EST November 4, 2010</strong></td>
<td>Florida Department of Health Purchasing – Renee Gregory, Ste 310 4052 Bald Cypress Way, Bin B07 Tallahassee, FL 32399-1749</td>
</tr>
<tr>
<td>Anticipated Evaluation of Proposals</td>
<td>Beginning November 5, 2010</td>
<td>Individual Evaluation of proposals – Note: any Evaluation Team Meetings will be publicly noticed.</td>
</tr>
<tr>
<td>Anticipated Posting of Intent to Award</td>
<td>November 19, 2010</td>
<td>Vendor bid system: <a href="http://vbs.dms.state.fl.us/vbs/main_menu">http://vbs.dms.state.fl.us/vbs/main_menu</a></td>
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SECTION 1.0 GENERAL INSTRUCTIONS TO RESPONDENTS (PUR 1001)

This section explains the General Instructions to Respondents (PUR 1001) of the solicitation process. Attachment: This is a downloadable document. Please download and save this document to your computer for further review. There is no need to return this document back to the Department of Health. http://dms.myflorida.com/content/download/2934/11780

SECTION 2.0 GENERAL TERMS AND CONDITIONS (PUR 1000)

This section explains the General Contract Conditions (PUR 1000) of the solicitation process. Attachment: This is a downloadable document. Please download and save this document to your computer for further review. There is no need to return this document back to the Department of Health. http://dms.myflorida.com/content/download/2933/11777

SECTION 3.0 INTRODUCTORY MATERIALS

3.1 Statement of Purpose

The purpose for this Request for Proposals is to obtain a provider to develop an evidence-based program planning process in order to redesign the Healthy Start (HS) support services component so that Florida’s Healthy Start program becomes a research-informed health program, a program designed based on the current evidence-base theories and practices. The current program has various service components with very few being evidence-based and/or research informed. Therefore, it is the desire of the Florida Department of Health (the department) to move the program to be research informed / evidence-based.

The overall goal of the Florida HS program is to improve maternal and infant health outcomes including reducing infant and maternal morbidity and mortality. Specifically, the infant mortality rate has remained between 7.0 and 7.5 per 1000 live births in Florida for the last ten (10) years and continues to be above the national rate of 6.8 per 1000 live births (it is acknowledged that the risk factors which contribute to infant mortality are multi-factorial and include medical, behavioral, social and environmental conditions). Therefore, the goal of redesigning the Florida HS support services component is to deliver effective evidence-based HS services reducing maternal and infant morbidity and mortality; reducing the number of low birth weight babies; and improving maternal health and infant health and developmental outcomes within our state.

3.2 Term

The initial term of the contract resulting from this solicitation shall be 2 years and a fixed price contract.

3.3 Definitions

Academia: Faculty and/or staff employed full-time by colleges and universities or institutions that are directly a part of a college or university.

Department: Florida Department of Health

Evidence-based program planning process: A program planning process that incorporates research-proven evidence into the design, structure, content and implementation of a program
using well-established effective planning practices and by demonstrating the effectiveness of a program using research principles including but not limited to randomized clinical trials.

**Evidence-based health program:** A health program that has been designed using an evidence-based planning process. The program design, structure, content and implementation is shown to be effective in randomized clinical trials or comparable rigorous research and evaluation.

**Modular:** Independent units or modules that can be rearranged, replaced, combined, or interchanged easily.

**Research-informed health program:** A health program that has been designed using an evidence-based planning process where the program design, structure, content and implementation has been shown to be effective based on rigorous research and evaluation.

**Healthy Start Program (HS):** Florida’s maternal-child health program led by the department and the Healthy Start Coalitions that addresses the health and wraparound service needs of pregnant women, interconception women, and children birth to age three with emphasis on the uninsured, Medicaid recipients and other indigent individuals.

**Redesign Committee:** A committee made up of HS stakeholders; the committee, at a minimum, must include the department and Healthy Start coalition representatives.

### SECTION 4.0 TECHNICAL SPECIFICATIONS

**4.1 Scope of Service**

The purpose of this contract is to obtain a provider to: 1. review and evaluate the Florida HS program service components to assess which are research informed and evidence-based; 2. develop an evidence-based program planning process that redesigns the provision of HS services so that their provision is research informed / evidence-based; 3. develop a comprehensive plan for implementing the redesign to assure program quality and fidelity; 4. identify key effective program elements, processes, and quality indicators that must be monitored during implementation and maintenance; 5. propose the elements, process and options for a coalition allocation methodology that promotes quality, fidelity and productivity, and 6. develop a modular evaluation of the redesign of the program that can be implemented in phases.

**4.2 Programmatic Authority**

The successful respondent must comply with all applicable federal and state laws, regulations, action transmittals, program instructions, review guides and similar documentation related to the following:
Section 383.216(2)(e), Florida Statutes, requires each coalition, in coordination with the Department of Health, to develop a plan that includes a provision to “Review, monitor, and advise the department concerning the performance of the services delivery system, and make any necessary annual adjustments in the design of the delivery system, the provider composition, the targeting of services, and other factors necessary for achieving projected outcomes. “Rule 64F-2.002(8), Florida Administrative Code, requires coalitions to “Develop and implement a methodology to evaluate the effectiveness of the service or services delivered by the provider. Each coalition will compile baseline data and update this data at least on a yearly basis and review the results with the department. The evaluation should address the performance of the delivery system compared to established outcome standards.”

4.3 **Major Program Goals**

The goals of redesigning the Healthy Start program are to:

1. Deliver effective, evidence-based services to decrease infant and maternal morbidity and mortality
2. Improve overall maternal and infant health outcomes, behaviors and developmental outcomes.
3. Establish the Florida Healthy Start program as a research informed / evidence-based program.

4.4 **Task List**

The successful respondent shall perform the tasks listed below.

1. **Task:** Develop a written action plan that includes activities, a communication plan, a timeline and scheduling a working meeting with, at a minimum, the department’s contract and project manager, Unit Director of the Infant, Maternal and Reproductive Health Unit and the state’s maternal-child Health(MCH) epidemiologist within 30 days of an executed contract to discuss the action plan.
   a. **Objective:** To establish and agree upon a communication plan, provider and department activities, an action plan and timeline.
   b. **Deliverable:** Within 30 days of an executed contract:
      - Submit a written action plan for the project and schedule the first meeting as described in the task above.

2. **Task:** Establish a redesign committee.
   a. **Objective:** The redesign committee will serve to guide and inform the provider of the purpose and desired goals of the Healthy Start program. It will ensure HS stakeholders (i.e. department’s Central Office staff, Florida Healthy Start Coalitions, County Health Departments, Healthy Start Providers, consumer representatives and Academia) have input in the redesign and planning process.
   b. **Deliverables:** Within the first 60 days of the contract:
      - Consult with the department’s maternal-child health (MCH) leadership and Florida Association of Healthy Start Coalition leadership to identify potential committee members and submit a final approved membership roster.
      - Schedule and conduct redesign committee meetings.

3. **Task:** Schedule, conduct and provide meeting minutes for all redesign committee meetings; the frequency and the attendees will be determined at the first meeting (see Task #1 as above).
   a. **Objective:** To keep all stakeholders informed
b. Deliverable:
- Development of agenda for scheduled meetings
- Facilitation of scheduled meetings
- Submit written minutes for each redesign committee meeting held during the contract period
- Establish email lists for 1) those involved in the redesign committee and 2) other identified stakeholders

4. Task: Consult and collaborate with university faculty, graduate students, and consultants to contribute to the evidence-based program planning process.
   a. Objective: To ensure a quality assessment and process is conducted of the HS program by knowledgeable and skillful MCH constituents.
   b. Deliverable(s):
      - Submit quarterly reports on activities and progress of the redesign planning process (may include meetings held and/or sub-contracts entered into with appropriate partners.)

5. Task: Review and summarize the current literature and best practices nationwide that identifies effective pregnancy, preconception/interconception and infant support services practices and theories.
   a. Objective: To establish a baseline of research or evidence-based practices on effective pregnancy, preconception/interconception and infant support services practices and theories.
   b. Deliverable(s): Within the first 3 months of the contract:
      - Submit a summary of the research conducted on the current literature and best practices nationwide that identifies effective pregnancy, preconception/interconception and infant support services practices and theories.

6. Task: Review, document and evaluate Florida Healthy Start program components and support service practices to assess which of the current program support service practices are research informed / evidence-based.
   a. Objective: To identify and document current HS program components and support service practices that are research informed / evidence-based.
   b. Deliverable(s): Within the first 6 months of the contract:
      - Documentation of the process used to perform the review and research of program components and support service practices.
      - Submit a summary of Florida’s current HS program components and support service practices.
      - Identify the current HS program components and support service practices that are research informed / evidence-based.
      - Identify the current HS program components and support service practices that are not research informed / evidence-based.
      - Based on the review and evaluation performed, make recommendations regarding continuing the HS program components and support service practices that are research informed / evidence-based. Provide recommendations for those support service practices that are not research informed / evidenced based; these recommendations may include eliminating, strengthening or revising the program component(s) or support service(s) practice.
7. **Task:** Based on the information obtained in Tasks #3-7, develop a proposal that redesigns the provision of Healthy Start support service practices so that their provision is research informed / evidence-based.
   a. **Objective:** To ensure the redesign of the HS program is research informed / evidenced-based.
   b. **Deliverable(s):** Within the first 12 months of the contract:
      - Submit a proposal that redesigns the provision of Healthy Start support services so that their provision is research informed / evidence-based.
      - The proposal at a minimum should include a complete description of revised Healthy Start services including, who will receive services, who will provide services, what services will be provided, the timing and components of the services, and the goals and objectives of the services. Description should be sufficient to establish a detailed program based on the description.

8. **Task:** Develop a comprehensive plan for implementing the proposed redesigned program to assure program quality and fidelity.
   a. **Objective:** To ensure there is a documented plan for implementing the redesigned program that assures program quality and fidelity.
   b. **Deliverable(s):** Within the first 15 months of the contract:
      - Submit a comprehensive plan for implementing the proposed redesigned program to assure program quality and fidelity. The implementation plan should include at a minimum:
        - a modular implementation;
        - identification of resources that will be needed for plan implementation (funding and/or human resources); and
        - identification of potential challenges and possible means in which to overcome the challenges;
        - a modular evaluation for the redesign of the program that is executed in phases over time.

9. **Task:** Identify and document key effective program elements, processes, and quality indicators that must be monitored during implementation and maintenance.
   a. **Objective:** To ensure quality of, fidelity to and productivity of the program.
   b. **Deliverable(s):** Within the first 18 months of the contract:
      - Identify and submit a written comprehensive monitoring plan that includes key effective program elements, processes, and quality indicators that must be monitored during development, implementation and maintenance.

10. **Task:** Propose coalition funding allocation methodology options that includes the elements and processes necessary for implementation.
    a. **Objective:** To ensure the development of an allocation methodology for funding services that assures program quality and fidelity while promoting productivity.
    b. **Deliverable(s):** Within the first 24 months of the contract:
       - Submit a document that identifies the key program elements and processes that should be used in an allocation methodology and propose options for a methodology:
         - Identify key program elements and processes that should be part of a funding methodology.
         - Propose various options and describe, and where possible quantify, the strength and weaknesses of each methodology.
• Identify the steps necessary for implementation of each funding allocation methodology option.
• Identify the potential challenges in implementing each allocation methodology option.

11. **Task:** Develop a modular evaluation for the redesign of the program that is implemented in phases.
   a. **Objective:** To ensure an evaluation process is in place and a realistic Timeline is established with identified phases.
   b. **Deliverable(s):** Within the first 21 months of the contract:
      • Submit a modular evaluation plan for the redesign of the program that can be implemented in phases and pieces over time. This information should include sufficient specifics on the design, staffing and resources required so that the evaluation can be conducted based on the information.

4.5 **Task Limits**

The successful respondent shall not perform any tasks related to the project other than those described in Section 4.8 without the express written consent of the department.

4.6 **Staffing Levels**

Each respondent shall include their proposed staffing for professional, technical, administrative, and clerical support and the number of each. The successful respondent shall maintain an adequate administrative organizational structure and support staff sufficient to discharge its contractual responsibilities. In the event the department determines that the successful respondent’s staffing levels do not conform to those promised in the proposal, it shall advise the successful respondent in writing who shall have thirty (30) days to remedy the identified staffing deficiencies.

The successful respondent shall replace any employee whose continued presence would be detrimental to the success of the project as determined by the department with an employee of equal or superior qualifications. The department’s contract manager will exercise exclusive judgment in this matter.

4.7 **Professional Qualifications**

The team completing this contract shall be staffed in such a way and at such a level as to assure a quality product and process in a timely fashion to meet the contract requirements.

The provider shall meet all of the following minimum qualification requirements to be considered for a contract award:

a. Have an assigned project manager with a Master’s Degree in Public Health or a Health-related field and minimum of 5 years experience in project management;
b. Have a minimum of 5 years experience managing Federal or State contracts or grants;
c. Have previous documented experience working with Universities on health-related issues;
d. Have previous documented experience working with community coalitions on health-related issues.
The provider will provide documentation and previous project material to reflect the following experience/expertise:

a. Evidence-based program development;
b. Program planning, monitoring and evaluation;
c. Evaluation of programs for evidence-based content and process; and
d. Maternal and child health services, specifically public-health programs.
e. Development of funding allocation methodologies, which promote fidelity, quality and productivity.

Provider will have the following skills and abilities:

a. Ability to research and synthesize large amounts of information into an easy to understand report;
b. Group facilitation;
c. Excellent oral and written communication.

4.8 Staffing Changes

The successful respondent shall staff the project with key personnel identified in the respondent's proposal who are considered by the department to be essential to this project. Prior to diverting any of the proposed individuals, the successful respondent shall notify and obtain written approval from the department of the proposed substitution. Written justification should include documentation of the circumstances requiring the changes and a list of proposed substitutions insufficient detail to permit evaluation of the impact on the project. The department, at its option, may agree to accept personnel of equal or superior qualifications in the event that circumstances necessitate the replacement of previously assigned personnel. Any such substitution shall be made only after consultation with department staff.

4.9 References

Vendors are required to submit with their response, three (3) references that have been provided for services of a similar size and parameters of those requested in this solicitation. Vendors shall use Attachment III, Reference Form of this RFP to provide the required reference information. The Department will make only two attempts to contact each reference. The Department's reference determination is not subject to review or challenge. A reference listing the Department or Department employees as a named reference is prohibited.

4.10 Service Delivery Location

The Provider's service delivery location shall be within the continental U.S.

4.11 Service Times

The Provider service times shall be accessible to the department.
4.12 **Changes in Location**

The successful respondent shall notify the department in writing a minimum of one week prior to making changes in location that will affect the department’s ability to contact the successful respondent by telephone or facsimile.

4.13 **Equipment**

The successful respondent will be responsible for supplying, at their own expense, all equipment necessary to perform under the contract, including but not limited to computers, telephones, copiers, fax machines, maintenance and office supplies.

4.14 **Reports**

Where the resulting contract requires the delivery of reports to the department, mere receipt by the department shall not be construed to mean or imply acceptance of those reports. It is specifically intended by the parties that acceptance of required reports shall constitute a separate act. The department reserves the right to reject reports as incomplete, inadequate, or unacceptable according to the parameters set forth in the resulting contract. The department, at its option, may allow additional time where the successful respondent may remedy the objections noted by the department. The department may, after having given the successful respondent a reasonable opportunity to complete, make adequate or acceptable, declare this agreement to be in default.

4.15 **Records and Documentation**

To the extent that information is utilized in the performance of the resulting contract or generated as a result of it, and to the extent that information meets the definition of, “public record” as defined in subsection 119.011(1), F.S., said information is hereby declared to be and is hereby recognized by the parties to be a public record and absent a provision of law, administrative rule or regulation requiring otherwise, shall be made available for inspection and copying by any interested person upon request as provided in Chapter 119, F.S., or otherwise. It is expressly understood that the successful respondent’s refusal to comply with Chapter 119, F.S., shall constitute an immediate breach of the contract results from this RFP/ITN, entitles the department to unilaterally cancel the contract agreement. The successful respondent will be required to promptly notify the department of any requests made for public records.

Unless a greater retention period is required by state or federal law, all documents pertaining to the program contemplated by this RFP/ITN, shall be retained by the successful respondent for a period of six (6) years after the termination of the resulting contract or longer as may be required by any renewal or extension of the contract. During the records retention period, the successful respondent agrees to furnish, when requested to do so, all documents required to be retained. Submission of such documents must be in the department’s standard word processing format (currently Microsoft Word 6.0). If this standard should change, it will be at no cost incurred to the department. Data files will be provided in a format readable by the department.

The successful respondent agrees to maintain the confidentiality of all records required by law or administrative rule to be protected from disclosure. The successful respondent further agrees to hold the department harmless from any claim or damage including reasonable attorney’s fees and costs or from any fine or penalty imposed as a result of an improper disclosure by the successful
respondent of confidential records whether public record or not and promises to defend the department against the same at its expense.

The successful respondent shall maintain all records required to be maintained pursuant to the resulting contract in such manner as to be accessible by the department upon demand. Where permitted under applicable law, access by the public shall be permitted without delay.

4.16  Outcomes and Outputs (Performance Measures)

The expected outcome of this RFP is to obtain a provider to develop an evidence-based program planning process that will direct the redesign of the HS support services component. Redesigning the HS support services assists the state and the Healthy Start Coalitions to move to a higher level of accountability and establishes Florida’s Healthy Start program as research informed / evidenced based. Long term expected outcomes are:

1) improve infant morbidity and mortality rates
2) reduce the number of low birth weight babies; and
3) improve maternal and infant health outcomes.

4.17  Provider Unique Activities

The successful respondent is solely and uniquely responsible for the satisfactory performance of the tasks described in Section 4.8. By execution of the resulting contract the successful respondent recognizes its singular responsibility for the tasks, activities, and deliverables described therein and warrants that it has fully informed itself of all relevant factors affecting accomplishment of the tasks, activities, and deliverables and agrees to be fully accountable for the performance thereof.

4.18  Coordination with Other Entities

The provider will collaborate and coordinate, at a minimum, with department’s Central Office staff, Florida Healthy Start Coalitions, County Health Departments, Healthy Start Providers and Academia.

The department may provide technical support and assistance to the successful respondent(s) within the resources of the department to assist the successful respondent(s) in meeting the required tasks in Section 4.8 Task List. The support and assistance, or lack thereof shall not relieve the provider from full performance of contract requirements.

4.19  Department Determinations

The department reserves the exclusive right to make certain determinations in these specifications. The absence of the department setting forth a specific reservation of rights does not mean that all other areas of the resulting contract are subject to mutual agreement.

4.20  Financial Specifications

Funding Source

The project is funded by the U.S. Department of Health and Human Services Health Resources and Services Administration Maternal and Child Health Bureau Division of State and Community Health, through the Florida Department of Health, Infant, Maternal and Reproductive Unit. CFDA #
93.994. The funding for this RFP may be up to $200,000 and is contingent upon availability of funds.

Invoicing and Payment of Invoices

The department shall pay the successful respondent for the delivery of units provided in accordance with the terms of the executed agreement. Pursuant to Chapter 287.058, Florida Statutes, all invoices must be submitted in detail sufficient for a proper pre-audit and post-audit thereof. The contract resulting from this RFP will be fixed price/fixed fee.

Payment shall be made upon the receipt, review, and approval of deliverables and a properly completed invoice. The DOH shall determine the reasonableness of the progress and may prorate the scheduled payment accordingly. These invoices are subject to approval by the contract manager after evaluation of the submitted deliverables. All invoices will be reviewed for accuracy. After approval, the invoice will be processed for payment. Payments shall be made in accordance with Section 215.422, Florida Statutes. All supporting documentation will be legible and copy ready. All submissions not in compliance with these guidelines will be returned to the respondent for re-submission. All documentation must be provided electronically (email or CD). The review time determining the acceptance of deliverables will be in accordance with Department standards. Invoices will be processed only after acceptance of the deliverable is determined by the Department, and the contract manager signs the invoice. Disputed invoices will be returned to the successful respondent for correction. The contract manager will ensure that invoices are processed and sent to the appropriate fiscal office for payment within five (5) working days, will conduct ongoing programmatic monitoring, will provide technical assistance, and will relay to the provider information regarding any departmental or governmental changes that may have a direct impact on the contract terms and conditions.

The successful respondent shall submit the final invoice for payment to the contract manager no more than 45 days after termination of the contract. If the contractor fails to do so, all right to payment is forfeited, and the Department will not honor any request submitted after aforesaid time.

All invoices will be in accordance with DOH payment procedures and schedules.

4.21 Cost Proposal

Each respondent must submit a cost proposal that contains a detailed line-item budget. Narrative explanations for each line-item should also be submitted that justifies costs.

4.22 Documentation

Submit the following documentation, including but not limited to:

- Title Page
- Response to Section 4.21, titled “Cost Proposal”
- Attachment II- Required Certifications
- Attachment III - Reference Form
- A fifteen to thirty minute (no longer) video presentation, on a universally playable DVD-ROM, providing the department with a description of how the respondent will approach
the tasks related to the proposed project. Please see Section 5.3 for number and type of copies.

4.23 Evaluation of Proposal

Each response will be evaluated and scored based on the criteria defined in Attachment I. Evaluation sheets (Attachment I) will be completed by the Evaluation Team to designate the point value assigned to each written proposal and video presentation. The scores of each member of the Evaluation Team will be averaged with the scores of the other members to determine the final scoring. The respondent receiving the highest averaged score will be selected for the award.

4.24 Description of Approach to Performing Task

The proposal shall include a section to provide insight into the respondent’s approach to providing the services as specified in this solicitation. The respondent will address all areas of work within the Task List. The respondent’s technical approach will demonstrate a thorough understanding and insight into this project. At a minimum, this section should address:

   a. The respondent’s demonstrated technical knowledge, expertise and ability to meet the specifications stated in the Scope of Service;
   b. A detailed explanation and timeline of how the respondent will complete the tasks as outlined in this RFP;
   c. Documented successful experience in providing similar services.

4.25 Description of Staffing and Organizational Capacity

The proposal shall include a section to provide insight into the respondent’s staffing and organizational capacity. At a minimum, this section should address:

   a. A description of the staff who will provide the service, their qualifications, resumes and their number; and,
   b. A table of organization;
   c. A synopsis of corporate qualifications, indicating ability to manage and complete the proposed project;
   d. Description of similar projects to the one proposed in the RFP;
   e. Documentation of financial stability such as a financial statement or audit;
   f. A sample product of related work by staff that will work on the proposed project.

4.26 Cross Reference Table

In order to assist the respondent(s) in the development of a responsive proposal and to facilitate proposal evaluation by the DOH, the respondent(s) is required to provide a table, which cross-references the contents of the offer with the following sections of the RFP. There is no specified or standard format for this table; however the following sample is provided as a suggestion.
SECTION 5.0      SPECIAL INSTRUCTIONS TO RESPONDENTS

These “Special Instructions” shall take precedence over form PUR 1001 unless the conflicting term in PUR 1001 is statutorily required, in which case the term contained in the form PUR 1001 shall take precedence.

5.1    Instructions For Submitting Proposals

Electronic submission of proposals are not required and will not be accepted for this solicitation. This Special Instruction takes precedence over General Instruction #3.
  • Proposals may be sent by U.S. Mail, courier, overnight, or hand-delivered to the location as identified in the Timeline.
  • Proposals must be submitted in a sealed envelope and shall be clearly marked on the outside with the proposal number, date and time of opening, as identified in the Timeline.
  • It is the responsibility of the respondent to assure their proposal is submitted at the place and time indicated in the Timeline.
  • Late proposals/offers will not be accepted.

5.2    Public Records and Trade Secrets

Article I, Section 24, Florida Constitution, guarantees every person access to all public records, and Section 119.011, Florida Statutes, provides a broad definition of public record. As such, all responses to a competitive solicitation are public records unless exempt by law. Any vendor claiming that its response contains information that is exempt from the public records law shall clearly segregate and mark that information, “CONFIDENTIAL” and provide the specific statutory citation for such exemption. Failure to comply with this section will result in the complete disclosure of all submitted materials not in compliance with this section.
The Department of Health will not defend the Vendor’s claim of public record exemption, but will notify the Vendor of receipt of a public records request so that the Vendor may defend its claim in court.

5.3 Instructions For Formatting Proposals and submission of copies:

- Respondents are required to complete, sign, and return the, “Title Page” with their proposals.
- The proposal should be single-spaced. Include 1) table of contents, 2) index, 3) appendices, 4) references, with contact information, 5) other support materials.
- The pages should be numbered and one-inch margins should be used.
- The font size and type is at the discretion of the respondent but must be at least as large as the font type you are currently reading (Arial 11).
- One (1) hard copy of the original proposal, five (5) hard copies of the proposal, and one electronic copy of the proposal on CD, and all supporting documents must be submitted.
- Five (5) copies of the original video presentation on a universally playable DVD-ROM must be submitted.

Materials submitted will become the property of the State of Florida. The state reserves the right to use any concepts or ideas contained in the response.

5.4 Respondents Inquiries

These instructions take precedence over General Instruction #5.

Questions related to this RFP must be received in writing by the contact person listed below by the time indicated in the Timeline. The questions may be sent US mail, courier, e-mail, fax, or hand-delivered. During an active competitive solicitation, communications are restricted to those submitted in writing during the period identified in the Timeline. No telephone calls will be accepted. Inquiries submitted after the period specified in the Timeline will not be addressed. Answers will be posted on the MyFlorida.com Vendor Bid System web site. http://vbs.dms.state.fl.us/vbs/main_menu, as indicated in the Timeline.

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 holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Florida Department of Health
Attention: Renee Gregory
4052 Bald Cypress Way, Bin B07
Tallahassee, FL 32399-1749
Fax: 850-412-1187
Email: renee_gregory@doh.state.fl.us
5.5 **Special Accommodations**

Any person requiring special accommodations at DOH Purchasing because of a disability should call DOH Purchasing at (850) 245-4199 at least five (5) work days prior to any pre-proposal conference, proposal opening, or meeting. If you are hearing or speech impaired, please contact Purchasing by using the Florida Relay Service, which can be reached at 1-800-955-8771 (TDD).

5.6 **Subcontractors**

The successful bidder may, only with prior written approval of the department, enter into written subcontracts for performance of specific services under the contract resulting from this solicitation. If a subcontract has been identified at the time of proposal submission, a copy of the proposed subcontract must be submitted to the department and the amount of the subcontract and description of staff, as outlined in Section 4.10 and 4.11 of this RFP, shall be submitted. If a subcontract is unknown but the Provider anticipates subcontracting tasks the Provider must identify the tasks to be subcontracted. No subcontract that the bidder enters into with respect to performance under the contract shall in any way relieve the bidder of any responsibility for performance of its contract responsibilities with the department. The department reserves the right to request and review information in conjunction with its determination regarding a subcontract request.

The successful bidder shall provide a monthly Subcontract Report (Attachment IV) summarizing all subcontracting/material suppliers performed during the prospective contract period. This report shall include the name and address, Federal Employment Identification number and dollar amount expended for any subcontractor. A copy of this form shall be submitted to the DOH Contract Manager of the Department of Health. The Department of Health encourages the use of MWBE and SDVBE vendors for subcontracting opportunities. For assistance locating a certified MWBE or a SDVBE, contact the Department of Health’s Minority Coordinator (850-245-4199) or the Office of Supplier Diversity (850-487-0915), as needed.

**SECTION 6.0 SPECIAL CONDITIONS**

These “Special Conditions” shall take precedence over form PUR 1000 unless the conflicting term in PUR 1000 is statutorily required, in which case the term contained in the form PUR 1000 shall take precedence.

6.1 **Cost of Preparation**

Neither the Department of Health nor the State is liable for any costs incurred by a respondent in responding to this solicitation.
6.2 Vendor Registration

Each vendor doing business with the State for the sale of commodities or contractual services as defined in Section 287.012, F.S., shall register in the MyFloridaMarketPlace system, unless exempted under subsection 60A-1.030(3), F.A.C. Also, an agency shall not enter into an agreement for the sale of commodities or contractual services as defined in Section 287.012 F.S. with any vendor not registered in the MyFloridaMarketplace system, unless exempted by rule. A vendor not currently registered in the MyFloridaMarketPlace system shall do so within five (5) days after posting of intent to award. Information about the registration is available, and registration may be completed, at the MyFloridaMarketPlace website. [http://dms.myflorida.com/business_operations/state_purchasing/myflorida_marketplace/vendors](http://dms.myflorida.com/business_operations/state_purchasing/myflorida_marketplace/vendors). Those lacking internet access may request assistance from the MyFloridaMarketPlace Customer Service at 866-352-3776 or from State Purchasing, 4050 Esplanade Drive, Suite 300, Tallahassee, Florida 32399.

For vendors located outside of the United States, please contact Vendor Registration Customer Service at 866-352-3776 (8:00 AM - 5:30 PM Eastern Time) to register.

6.3 Identical Tie Proposals

When evaluating vendor responses to solicitations where there is identical pricing or scoring from multiple vendors, the department shall determine the order of award in accordance with Rule 60A-1.011 F.A.C.

6.4 Renewal

This Special Condition takes precedence over General Conditions #27 in PUR1000 of this solicitation.

The contract resulting from this solicitation may be renewed, in whole or in part, for a period that may not exceed two (2) years or the term of the original contract, whichever period is longer. For each renewal period of this RFP after the original contract period or after the first year of the original contract period, a negotiated annual price increase of up to five percent (5%) and will be evaluated by the Department in accordance with Ch. 2010-151 Law of Florida. Proposers must include the renewal costs in the submitted cost proposal. The renewal pricing shall not exceed 5% of the original proposal price submitted. The renewal shall be in writing and subject to the same terms and conditions set forth in the original contract. If the department and contractor are in agreement, the contractor will be required to submit a letter to the department stating the new price agreed upon. The renewal shall be in writing and subject to the same terms and conditions set forth in the original contract. The renewal shall be contingent upon satisfactory performance evaluations by the agency and subject to the availability of funds. The renewal may not include any compensation for costs associated with the renewal.

6.5 Verbal Instructions Procedure

No negotiations, decision, or actions shall be initiated or executed by the respondent as a result of any DISCUSSIONS WITH ANY State employee. Only those communications, which are in writing from the Department of Health’s Purchasing Office, may be considered as a duly authorized expression on behalf of the State. Only communications from respondents in writing will be recognized by the State as duly, authorized expressions on behalf of the bidder.
6.6 **Addenda**

If the Department of Health finds it necessary to supplement, modify or interpret any portion of the specifications or documents during the solicitation period a written addendum will posted on the MyFlorida.com Vendor Bid System, [http://vbs.dms.state.fl.us/vbs/main_menu](http://vbs.dms.state.fl.us/vbs/main_menu). It is the responsibility of the respondent to be aware of any addenda that might have bearing on their proposal.

6.7 **Unauthorized Aliens**

NOTICE TO CONTRACTOR: The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this contract.

6.8 **Certificate of Authority**

All corporations, limited liability companies, corporations, not-for-profit, and partnerships seeking to do business with the State shall be registered with the Florida Department of State in accordance with the provisions of Chapter 607, 608, 617, and 620, Florida Statutes, respectively.
6.9  Minority and Service-Disabled Veteran Business--Participation

The Department of Health encourages minority and women-owned business (MWBE) and service-disabled veteran business enterprise (SDVBE) participation in all its solicitations. Respondents are encouraged to contact the Office of Supplier Diversity at 850/487-0915 or visit their website at http://osd.dms.state.fl.us for more information on becoming a certified MWBE or SDVBE or for names of existing businesses that may be available for subcontracting or supplier opportunities.

6.10  Standard Contract/Purchase Order

Each respondent shall review and become familiar with the department’s Standard Contract and/or Purchase Order which contains administrative, financial and non-programmatic terms and conditions mandated by federal or state statute and policy of the Department of Financial Services. Use of one of these documents is mandatory for departmental contracts as they contain the basic clauses required by law. The terms and conditions contained in the Standard Contract or Purchase Order are non-negotiable. The terms covered by the “DEPARTMENT APPROVED MODIFICATIONS AND ADDITIONS FOR STATE UNIVERSITY SYSTEM CONTRACTS” are hereby incorporated by reference. The standard contract/purchase order terms and conditions are Attachments V and VI.

6.11  Licenses, Permits, and Taxes

Respondent shall pay for all licenses, permits and taxes required to operate in the State of Florida. Also, the respondent shall comply with all federal, state and local codes, laws, ordinances, regulations and other requirements at no cost to the Florida Department of Health.

6.12  Conflict of Interest

Section 287.057(18), Florida Statutes, provides, “A person who receives a contract that has not been procured pursuant to subsections (1) through (5) to perform a feasibility study of the potential implementation of a subsequent contract, who participates in the drafting of a solicitation or who develops a program for future implementation, is not eligible to contract with the agency for any other contracts dealing with that specific subject matter, and any firm in which such person has any interest in not eligible to receive such contract. However, this prohibition does not prevent a vendor who responds to a request for information form being eligible to contract with an agency.” The Department of Health considers participation through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the contract of any specification or procurement standard, rendering of advice investigation, or auditing or any other advisory capacity to constitute participation in drafting of the solicitation.

6.13  Termination

Termination shall be in accordance with Department of Health Standard Contract, Attachment V, Section III B or Department of Health Purchase Order Terms and Conditions, Attachment VI.
ATTACHMENT I
Proposal Evaluation Criteria

This evaluation sheet will be used by the Evaluation Team to assign scores to all proposals that were evaluated and designated as qualified. Scores will be averaged and ranked, highest to lowest averaged score. Both the presence and quality of the response will be evaluated when determining point value.

Point Value (Unless otherwise indicated, zero is lowest possible and the number indicated in this column is the highest possible)

Points Awarded (Total number of points given by the evaluator)

<table>
<thead>
<tr>
<th>Category</th>
<th>RFP Question Number</th>
<th>Question</th>
<th>Point Value (320 total possible points)</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section I: General Information</td>
<td>1.</td>
<td>a. How well does the respondent’s proposal describe the necessary qualifications—knowledge, skills, abilities and expertise of key contract personnel. Note: If the proposer’s key personnel do not meet the minimum qualification requirements set forth in section 4.7 the proposal will not be considered.</td>
<td>0-20</td>
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<td></td>
<td>2.</td>
<td>2. How well does the respondent’s proposal outline a timeline:</td>
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<td></td>
<td></td>
<td>a. reflecting appropriate time intervals related to the task and</td>
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<td>b. reflect the inclusion of all tasks required?</td>
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<td>3.</td>
<td>3. How well does the respondent’s proposal and submitted materials demonstrate that its staff has the necessary experience in the following areas to successfully complete the contract requirements?</td>
<td>0-70</td>
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<td></td>
<td></td>
<td>a. Evidence-based program development;</td>
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<td></td>
<td>b. Research informed program development;</td>
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<td>c. Program planning, monitoring and evaluation;</td>
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<td>d. Evaluation of programs for evidence-based content and process;</td>
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<td></td>
<td>e. Maternal and child health services, specifically public-health programs;</td>
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<tr>
<td>Section II: Description of Approach to Performing Tasks Related to Proposed Project</td>
<td>1.</td>
<td>How well does the respondent’s proposal describe an evidence-based planning process that uses the necessary outside resources to successfully complete the contract requirements including academic consultants, practice/program consultants, national centers/institutes, and other information sources?</td>
<td>0-30</td>
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<td></td>
<td>2.</td>
<td>How well does the respondent’s proposal describe an approach that will successfully redesign the provision of Healthy Start support services so that their provision is research informed / evidence-based?</td>
<td>0-30</td>
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<td>3.</td>
<td>How well does the respondent’s proposal describe the necessary processes and resources to successfully complete the contract for collecting research and evidence-based practices on effective pregnancy, preconception/interconception and infant support services practices and theories?</td>
<td>0-10</td>
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<td>4.</td>
<td>How well does the respondent’s proposal describe a successful approach for developing an Implementation Plan for use by Healthy Start?</td>
<td>0-10</td>
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<td>5.</td>
<td>How well does the respondent’s proposal describe a successful approach for developing a Monitoring Plan for use by Healthy Start?</td>
<td>0-10</td>
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<td>6.</td>
<td>How well does the respondent’s proposal describe a successful approach for developing funding allocation options for use by Healthy Start including documented strengths and weaknesses specific to Healthy Start?</td>
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<td>7.</td>
<td>How well does the respondent’s proposal describe a successful approach for developing an Evaluation Plan for use by Healthy Start including the modular components that can be implemented over time based on timing and resources?</td>
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<td>8.</td>
<td>To what extent does the respondent’s proposal demonstrate the ability to fully and successfully initiate services immediately upon execution of the contract with the Department?</td>
<td>0-10</td>
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<p>| Section III: Budget | 1. | How well does the respondent’s proposal provide sufficient detail in its proposed budget to demonstrate that the costs are directly related to the tasks? | 0-10 |</p>
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<tr>
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<th>Question</th>
<th>Score</th>
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<tr>
<td>2.</td>
<td>How well does the respondent’s proposal explain each line-item justifying the cost?</td>
<td>0-10</td>
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<td>3.</td>
<td>How well does the respondent’s proposal stay within the cost allocated for this project?</td>
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<td></td>
<td><strong>Section IV: Video Presentation</strong></td>
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<td>1.</td>
<td>To what extent did the respondent present the information in a logical, accurate and organized manner?</td>
<td>0-20</td>
</tr>
<tr>
<td>2.</td>
<td>To what extent did the respondent display effective oral communication and use of visual aids?</td>
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ATTACHMENT II
REQUIRED CERTIFICATIONS

ACCEPTANCE OF TERMS, CONDITIONS, PROVISIONS AND SPECIFICATIONS

BY AFFIXING MY SIGNATURE ON THIS PROPOSAL, I HEREBY STATE THAT I HAVE READ ALL THE REQUEST FOR PROPOSAL’S TERMS, CONDITIONS, PROVISIONS AND SPECIFICATIONS INCLUDING PUR 1000 AND PUR 1001. I hereby certify that my company, its employees, and its principals agree to abide to all of the terms, conditions, provisions and specifications during the competitive solicitation and contracting process (if applicable) including those contained in the attached Standard Contract/Purchase Order.

____________________________________   _______________________
Signature of Authorized Official        Date

STATEMENT OF NO INVOLVEMENT
CONFLICT OF INTEREST STATEMENT (NON-COLLUSION)

I hereby certify that my company, its employees, and its principals, had no involvement in performing a feasibility study of the implementation of the subject contract, in the drafting of this solicitation document, or in developing the subject program. Further, my company, its employees, and principals, engaged in no collusion in the development of the instant proposal or offer. This proposal or offer is made in good faith and there has been no violation of the provisions of Chapter 287, Florida Statutes, the Administrative Code Rules promulgated pursuant thereto, or any procurement policy of the Department of Health. I certify I have full authority to legally bind the Respondent or Offeror to the provisions of this proposal or offer.

____________________________________                ______________________
Signature of Authorized Official                                                               Date

*An authorized official is an officer of the vendor’s organization who has legal authority to bind the organization to the provisions of the proposals. This usually is the President, Chairman of the Board, or owner of the entity. A document establishing delegated authority must be included with the proposal if signed by other than the President, Chairman or owner.
Vendors are required to submit with their response, three (3) references that have been provided for services of a similar size and parameters of those requested in this solicitation. Vendors shall use Attachment III, Reference Form of this RFP to provide the required reference information. The Department will make only two attempts to contact each reference. The Department’s reference determination is not subject to review or challenge. A reference listing the Department or Department employees as a named reference is prohibited.

1) Name of Company/Agency: _____________________________________________
   Contact Person: ______________________________________________________
   Phone Number: _______________________________________________________
   Address: ____________________________________________________________
   Email Address: _______________________________________________________

2) Name of Company/Agency: _____________________________________________
   Contact Person: ______________________________________________________
   Phone Number: _______________________________________________________
   Address: ____________________________________________________________
   Email Address: _______________________________________________________

3) Name of Company/Agency: _____________________________________________
   Contact Person: ______________________________________________________
   Phone Number: _______________________________________________________
   Address: ____________________________________________________________
   Email Address: _______________________________________________________

Signature of Authorized Representative
ATTACHMENT IV
Minority Business Subcontractor Form

DEPARTMENT OF HEALTH REPORTING OF SUBCONTRACTOR EXPENDITURES

Prime contractors shall report all subcontracting expenditures regardless of vendor designation (see page 2 for types of designations)

Please complete and remit this report to your DOH contract manager.

Company Name: ____________________________________________________________

Department of health contract number: _______________________________________

Reporting period-from: _______________ to: _______________________

<table>
<thead>
<tr>
<th>Subcontractor’s/vendor name &amp; address</th>
<th>FEID no.</th>
<th>Expenditure amount</th>
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Note: You may use a separate sheet

Doh use only - reporting entity (division, office, chd, etc.):
Please submit all subcontract forms to: Janice brown, MBE coordinator, bureau of General services, 4052 bald cypress way, ste. 310, tallahassee, fl. 32399-1734
1. DESIGNATIONS:

MINORITY PERSON as defined by Section 288.703 FS; means a lawful, permanent resident of Florida who is, one of the following:

(A) AN AFRICAN AMERICAN, a person having origins in any of the racial groups of the African Diaspora.
(B) A HISPANIC AMERICAN, a person of Spanish or Portuguese cultures with origins in Spain, Portugal, Mexico, South America, Central America or the Caribbean regardless of race.
(C) AN ASIAN AMERICAN, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.
(D) A NATIVE AMERICAN, a person who has origins in any of the Indian Tribes of North America prior to 1835, upon presentation of proper documentation thereof as established by rule of the Department of Management Services
(E) AN AMERICAN WOMAN.

CERTIFIED MINORITY BUSINESS ENTERPRISE as defined by Section 288.703 FS, means a small business which is at least 51 percent owned and operated by a minority person(s), which has been certified by the certifying organization or jurisdiction in accordance with Section 287.0943(1).

SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE: As defined by Section 295.187, FS, means an independently owned and operated business that employs 200 or fewer permanent full-time employees; Is organized to engage in commercial transactions; Is domiciled in Florida; Is at least 51% owned by one or more service-disabled veterans; and, who’s management and daily business operations of which are controlled by one or more service-disabled veterans or, for a service-disabled veteran with a permanent and total disability, by the spouse or permanent caregiver of the veteran.

CERTIFIED SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE as defined by Section 295.187, FS means a business that has been certified by the Department of Management Services to be a service-disabled veteran business enterprise

SMALL BUSINESS means an independently owned and operated business concern that employs 100 or fewer permanent full-time employees and has a net worth of not more than $3,000,000 and an average net income, after federal income taxes, of not more than $2,000,000.

NON-CERTIFIED MINORITY BUSINESS means a small business which is at least 51 percent owned and operated by a minority person(s).

MINORITY NON-PROFIT ORGANIZATION means a not-for-profit organization that has at least 51 percent minority board of directors, at least 51 percent minority officers, or at least 51 percent minority community served.

II. INSTRUCTIONS TO PRIME CONTRACTORS:

A) ENTER THE COMPANY NAME AS IT APPEARS ON YOUR DOH CONTRACT.
B) ENTER THE DOH CONTRACT NUMBER.
C) ENTER THE TIME PERIOD THAT YOUR CURRENT INVOICE COVERS.
D) ENTER THE CMBE SUBCONTRACTOR’S NAME and ADDRESS.
E) ENTER THE SUBCONTRACTOR’S FEDERAL EMPLOYMENT IDENTIFICATION NUMBER. THE SUBCONTRACTOR CAN PROVIDE YOU WITH THIS NUMBER
F) ENTER THE AMOUNT EXPENDED WITH THE SUBCONTRACTOR FOR THE TIME PERIOD COVERED BY THE INVOICE.
G) ENCLOSURE THIS FORM AND SEND TO YOUR DOH CONTRACT MANAGER
ATTACHMENT V
Standard Contract

CFDA No.

STATE OF FLORIDA
DEPARTMENT OF HEALTH
STANDARD CONTRACT

THIS CONTRACT is entered into between the State of Florida, Department of Health, hereinafter referred to as the department, and ____ hereinafter referred to as the provider.

THE PARTIES AGREE:

I. THE PROVIDER AGREES:

A. To provide services in accordance with the conditions specified in Attachment I.
B. Requirements of §287.058, Florida Statutes (FS)

To provide units of deliverables, including reports, findings, and drafts as specified in Attachment I, to be received and accepted by the contract manager prior to payment. To comply with the criteria and final date by which such criteria must be met for completion of this contract as specified in Section III, Paragraph A. of this contract. To submit bills for fees or other compensation for services or expenses in sufficient detail for a proper pre-audit and post-audit thereof. Where applicable, to submit bills for any travel expenses in accordance with §112.061, F.S. The department may, if specified in Attachment I, establish rates lower than the maximum provided in §112.061, FS. To allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, FS, made or received by the provider in conjunction with this contract. It is expressly understood that the provider’s refusal to comply with this provision shall constitute an immediate breach of contract.

C. To the Following Governing Law

1. State of Florida Law

This contract is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Each party shall perform its obligations herein in accordance with the terms and conditions of the contract.

2. Federal Law

a. If this contract contains federal funds, the provider shall comply with the provisions of 45 CFR, Part 74, and/or 45 CFR, Part 92, and other applicable regulations as specified in Attachment I.

b. If this contract contains federal funds and is over $100,000, the provider shall comply with all applicable standards, orders, or regulations issued under §306 of the Clean Air Act, as amended (42 U.S.C. 1857(h) et seq.), §508 of the Clean Water Act, as amended (33 U.S.C. 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15). The provider shall report any violations of the above to the department.

c. If this contract contains federal funding in excess of $100,000, the provider must, prior to contract execution, complete the Certification Regarding Lobbying form, Attachment n/a. If a Disclosure of Lobbying Activities form, Standard Form LLL, is required, it may be obtained from the contract manager. All disclosure forms as required by the Certification Regarding Lobbying form must be completed and returned to the contract manager.

d. Not to employ unauthorized aliens. The department shall consider employment of unauthorized aliens a violation of §§274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324 a) and section 101 of the Immigration Reform and Control Act of 1986. Such violation shall be cause for unilateral cancellation of this contract by the department.

e. The provider and any subcontractors agree to comply with Pro-Children Act of 1994, Public Law 103-277, which requires that smoking not be permitted in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty of up to $1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

f. HIPAA: Where applicable, the provider will comply with the Health Insurance Portability Accountability Act as well as all regulations promulgated thereunder (45CFR Parts 160, 162, and 164).

D. Audits, Records, and Records Retention

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the department under this contract.

2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of six (6) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.

3. Upon completion or termination of the contract and at the request of the department, the provider will cooperate with the department to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in Section I, paragraph D.2. above.

4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the department.

5. Persons duly authorized by the department and Federal auditors, pursuant to 45 CFR, Part 92.36(i)(10), shall have full access to and the right to examine any of provider’s contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

6. To provide a financial and compliance audit to the department as specified in Attachment n/a and to ensure that all related party transactions are disclosed to the auditor.
7. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
8. If Exhibit 2 of this contract indicates that the provider is a recipient or subrecipient, the provider will perform the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, and/or section 215.97 Florida Statutes, as applicable and conform to the following requirements:

   a. Documentation. To maintain separate accounting of revenues and expenditures of funds under this contract and each CSFA or CFDA number identified on Exhibit 1 attached hereto in accordance with generally accepted accounting practices and procedures. Expenditures which support provider activities not solely authorized under this contract must be allocated in accordance with applicable laws, rules and regulations, and the allocation methodology must be documented and supported by competent evidence.

   b. Financial Report. To submit an annual financial report stating, by line item, all expenditures made as a direct result of services provided through the funding of this contract to the Department within 45 days of the end of the contract. If this is a multi-year contract, the provider is required to submit a report within 45 days of the end of each year of the contract. Each report must be accompanied by a statement signed by an individual with legal authority to bind recipient or subrecipient by certifying that these expenditures are true, accurate and directly related to this contract.

   To ensure that funding received under this contract in excess of expenditures is remitted to the Department within 45 days of the earlier of the expiration of, or termination of, this contract.

E. Monitoring by the Department
To permit persons duly authorized by the department to inspect any records, papers, documents, facilities, goods, and services of the provider, which are relevant to this contract, and interview any clients and employees of the provider to assure the department of satisfactory performance of the terms and conditions of this contract. Following such evaluation the department will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider’s performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the department within the specified period of time set forth in the recommendations. The provider’s failure to correct noted deficiencies may, at the sole and exclusive discretion of the department, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the department; and (3) the termination of this contract for cause.

F. Indemnification
NOTE: Paragraph I.F.1. and I.F.2. are not applicable to contracts executed between state agencies or subdivisions, as defined in §768.28, FS.

1. The provider shall be liable for and shall indemnify, defend, and hold harmless the department and all of its officers, agents, and employees from all claims, suits, judgments, or damages, consequential or otherwise and including attorneys’ fees and costs, arising out of any act, actions, neglect, or omissions by the provider, its agents, or employees during the performance or operation of this contract or any subsequent modifications thereof, whether direct or indirect, and whether to any person or tangible or intangible property.

2. The provider’s inability to evaluate liability or its evaluation of liability shall not excuse the provider’s duty to defend and indemnify within seven (7) days after such notice by the department is given by certified mail. Only adjudication or judgment after highest appeal is exhausted specifically finding the provider not liable shall excuse performance of this provision. The provider shall pay all costs and fees related to this obligation and its enforcement by the department. The department’s failure to notify the provider of a claim shall not release the provider of the above duty to defend.

G. Insurance
To provide adequate liability insurance coverage on a comprehensive basis and to hold such liability insurance at all times during the existence of this contract and any renewal(s) and extension(s) of it. Upon execution of this contract, unless it is a state agency or subdivision as defined by §768.28, FS, the provider accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the provider and the clients to be served under this contract. The limits of coverage under each policy maintained by the provider do not limit the provider’s liability and obligations under this contract. Upon the execution of this contract, the provider shall furnish the department written verification supporting both the determination and existence of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The department reserves the right to require additional insurance as specified in Attachment I where appropriate.

H. Safeguarding Information
Not to use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with state and federal law or regulations except upon written consent of the recipient, or his responsible parent or guardian when authorized by law.

I. Assignments and Subcontracts
1. To neither assign the responsibility of this contract to another party nor subcontract for any of the work contemplated under this contract without prior written approval of the department, which shall not be unreasonably withheld. Any sub-license, assignment, or transfer otherwise occurring shall be null and void.

2. The provider shall be responsible for all work performed and all expenses incurred with the project. If the department permits the provider to subcontract all or part of the work contemplated under this contract, including entering into subcontracts with vendors for services and commodities, it is understood by the provider that the department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and the provider shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract. The provider, at its expense, will defend the department against such claims.

3. The State of Florida shall at all times be entitled to assign or transfer, in whole or part, its rights, duties, or obligations under this contract to another governmental agency in the State of Florida, upon
1. In the performance of this contract, it is agreed between the parties that the provider is an independent contractor and that the provider is

O. Independent Capacity of the Contractor

N. Civil Rights Requirements

4. MyFloridaMarketPlace Transaction Fee

2. Procurement of Materials with Recycled Content

3. MyFloridaMarketPlace Vendor Registration

1. It is agreed that any articles which are the subject of, or are required to carry out this contract shall be purchased from Prison Rehabilitative
industries and Diversified Enterprises, Inc. (PRIDE) identified under Chapter 946, FS, in the same manner and under the procedures set forth in §946.515(2) and (4), FS. For purposes of this contract, the provider shall be deemed to be substituted for the department insofar as dealings with PRIDE. This clause is not applicable to subcontractors unless otherwise required by law. An abbreviated list of products/services available from PRIDE may be obtained by contacting PRIDE, 1-800-643-8459.

5. Unless otherwise stated in the contract between the provider and subcontractor, payments made by the provider to the subcontractor must be within seven (7) working days after receipt of full or partial payments from the department in accordance with §§287.0585, FS. Failure to pay within seven (7) working days will result in a penalty charged against the provider and paid by the provider to the subcontractor in the amount of one-half of one (1) percent of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen (15) percent of the outstanding balance due.

J. Return of Funds

To return to the department any overpayments due to unearned funds or funds disallowed and any interest attributable to such funds pursuant to the terms of this contract that were disbursed to the provider by the department. In the event that the provider or its independent auditor discovers that overpayment has been made, the provider shall repay said overpayment within 40 calendar days without prior notification from the department. In the event that the department first discovers an overpayment has been made, the department will notify the provider by letter of such a finding. Should repayment not be made in a timely manner, the department will charge interest of one (1) percent per month compounded on the outstanding balance after 40 calendar days after the date of notification or discovery.

K. Incident Reporting

Abuse, Neglect, and Exploitation Reporting
In compliance with Chapter 415, FS, an employee of the provider who knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited shall immediately report such knowledge or suspicion to the Florida Abuse Hotline on the single statewide toll-free telephone number (1-800-96ABUSE).

L. Transportation Disadvantaged

If clients are to be transported under this contract, the provider will comply with the provisions of Chapter 427, FS, and Rule Chapter 41-2, FAC. The provider shall submit to the department the reports required pursuant to Volume 10, Chapter 27, DOH Accounting Procedures Manual.

M. Purchasing

1. It is agreed that any articles which are the subject of, or are required to carry out this contract shall be purchased from Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE) identified under Chapter 946, FS, in the same manner and under the procedures set forth in §§946.515(2) and (4), FS. For purposes of this contract, the provider shall be deemed to be substituted for the department insofar as dealings with PRIDE. This clause is not applicable to subcontractors unless otherwise required by law. An abbreviated list of products/services available from PRIDE may be obtained by contacting PRIDE, 1-800-643-8459.

2. Procurement of Materials with Recycled Content

It is expressly understood and agreed that any products or materials which are the subject of, or are required to carry out this contract shall be procured in accordance with the provisions of §403.7065, and §287.045, FS.

3. MyFloridaMarketPlace Vendor Registration

Each vendor doing business with the State of Florida for the sale of commodities or contractual services as defined in section 287.012, Florida Statutes, shall register in the MyFloridaMarketPlace system, unless exempted under Florida Administrative Code Rule 60A-1.030(3) (F.A.C.).

4. MyFloridaMarketPlace Transaction Fee

The State of Florida, through the Department of Management Services, has instituted MyFloridaMarketPlace, a statewide eProcurement system. Pursuant to section 287.057(23), Florida Statutes (2008), all payments shall be assessed a Transaction Fee of one percent (1.0%), which the Provider shall pay to the State.

For payments within the State accounting system (FLAIR or its successor), the Transaction Fee shall, when possible, be automatically deducted from payments to the vendor. If automatic deduction is not possible, the vendor shall pay the Transaction Fee pursuant to Rule 60A-1.031(2), F.A.C. By submission of these reports and corresponding payments, vendor certifies their correctness. All such reports and payments shall be subject to audit by the State or its designee.

The Provider shall receive a credit for any Transaction Fee paid by the Provider for the purchase of any item(s) if such item(s) are returned to the Provider through no fault, act, or omission of the Provider. Notwithstanding the foregoing, a Transaction Fee is non-refundable when an item is rejected or returned, or declined, due to the vendor's failure to perform or comply with specifications or requirements of the agreement. Failure to comply with these requirements shall constitute grounds for declaring the vendor in default and recovering reprocurement costs from the vendor in addition to all outstanding fees. Providers delinquent in paying transaction fees may be excluded from conducting future business with the State.

N. Civil Rights Requirements

Civil Rights Certification: The provider will comply with applicable provisions of DOH publication, “Methods of Administration, Equal Opportunity in Service Delivery.”

O. Independent Capacity of the Contractor

1. In the performance of this contract, it is agreed between the parties that the provider is an independent contractor and that the provider is solely liable for the performance of all tasks contemplated by this contract, which are not the exclusive responsibility of the department.
2. Except where the provider is a state agency, the provider, its officers, agents, employees, subcontractors, or assignees, in performance of this contract, shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the State of Florida. Nor shall the provider represent to others that it has the authority to bind the department unless specifically authorized to do so.

3. Except where the provider is a state agency, neither the provider, its officers, agents, employees, subcontractors, nor assignees are entitled to state retirement or state leave benefits, or to any other compensation of state employment as a result of performing the duties and obligations of this contract.

4. The provider agrees to take such actions as may be necessary to ensure that each subcontractor of the provider will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the State of Florida.

5. Unless justified by the provider and agreed to by the department in Attachment I, the department will not furnish services of support (e.g., office space, office supplies, telephone service, secretarial, or clerical support) to the provider, or its subcontractor or assignee.

6. All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds, and all necessary insurance for the provider, the provider’s officers, employees, agents, subcontractors, or assignees shall be the responsibility of the provider.

P. Sponsorship

As required by §286.25, FS, if the provider is a non-governmental organization which sponsors a program financed wholly or in part by state funds, including any funds obtained through this contract, it shall, in publicizing, advertising, or describing the sponsorship of the program, state: Sponsored by (provider's name) and the State of Florida, Department of Health. If the sponsorship reference is in written material, the words State of Florida, Department of Health shall appear in at least the same size letters or type as the name of the organization.

Q. Final Invoice

To submit the final invoice for payment to the department no more than _____ days after the contract ends or is terminated. If the provider fails to do so, all right to payment is forfeited and the department will not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this contract may be withheld until all reports due from the provider and necessary adjustments thereto have been approved by the department.

R. Use of Funds for Lobbying Prohibited

To comply with the provisions of §216.347, FS, which prohibit the expenditure of contract funds for the purpose of lobbying the Legislature, judicial branch, or a state agency.

S. Public Entity Crime and Discriminatory Vendor

1. Pursuant to §287.133, FS, the following restrictions are placed on the ability of persons convicted of public entity crimes to transact business with the department: When a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, he/she may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.017, FS, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

2. Pursuant to §287.134, FS, the following restrictions are placed on the ability of persons convicted of discrimination to transact business with the department: When a person or affiliate has been placed on the discriminatory vendor list following a conviction for discrimination, he/she may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.017, FS, for CATEGORY TWO for a period of 36 months from the date of being placed on the discriminatory vendor list.

T. Patents, Copyrights, and Royalties

1. If any discovery or invention arises or is developed in the course or as a result of work or services performed under this contract, or in any way connected herewith, the provider shall refer the discovery or invention to the department to be referred to the Department of State to determine whether patent protection will be sought in the name of the State of Florida. Any and all patent rights accruing under or in connection with the performance of this contract are hereby reserved to the State of Florida.

2. In the event that any books, manuals, films, or other copyrightable materials are produced, the provider shall notify the Department of State. Any and all copyrights accruing under or in connection with the performance under this contract are hereby reserved to the State of Florida.

3. The provider, without exception, shall indemnify and save harmless the State of Florida and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured by the provider. The provider has no liability when such claim is solely and exclusively due to the Department of State’s alteration of the article. The State of Florida will provide prompt written notification of claim of copyright or patent infringement. Further, if such claim is made or is pending, the provider may, at its option and expense, procure for the Department of State, the right to continue use of, replace, or modify the article to render it non-infringing. If the provider uses any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

U. Construction or Renovation of Facilities Using State Funds

Any state funds provided for the purchase of or improvements to real property are contingent upon the provider granting to the state a security interest in the property at least to the amount of the state funds provided for at least (5) years from the date of purchase or the completion of the improvements or as further required by law. As a condition of a receipt of state funding for this purpose, the provider agrees that, if it disposes of the property before the department’s interest is vacated, the provider will refund the proportionate share of the state’s initial investment, as adjusted by depreciation.

Electronic Fund Transfer

The provider agrees to enroll in Electronic Fund Transfer, offered by the State Comptroller’s Office. Copies of Authorization form and sample bank letter are available from the Department. Questions should be directed to the EFT Section at (850) 410-9466. The previous sentence is for notice purposes only.
II. THE DEPARTMENT AGREES:

A. Contract Amount
To pay for contracted services according to the conditions of Attachment I in an amount not to exceed _____ subject to the availability of funds. The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature. The costs of services paid under any other contract or from any other source are not eligible for reimbursement under this contract.

B. Contract Payment
Pursuant to §215.422, FS, the department has five (5) working days to inspect and approve goods and services, unless the bid specifications, Purchase Order, or this contract specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved, a separate interest penalty set by the Comptroller pursuant to §55.03, FS, will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, contact the fiscal office/contract administrator. Payments to health care providers for hospitals, medical, or other health care services, shall be made not more than 35 days from the date eligibility for payment is determined, at the daily interest rate of 0.03333%. Invoices returned to a vendor due to preparation errors will result in a payment delay. Interest penalties less than one dollar will not be enforced unless the vendor requests payment. Invoice payment requirements do not start until a properly completed invoice is provided to the department.

C. Vendor Ombudsman
A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516 or (800) 342-2762, the State of Florida Chief Financial Officer’s Hotline.

III. THE PROVIDER AND THE DEPARTMENT MUTUALLY AGREE

A. Effective and Ending Dates
This contract shall begin on _____ or on the date on which the contract has been signed by both parties, whichever is later. It shall end on _______.

B. Termination
1. Termination at Will
This contract may be terminated by either party upon no less than thirty (30) calendar days notice in writing to the other party, without cause, unless a lesser time is mutually agreed upon in writing by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

2. Termination Because of Lack of Funds
In the event funds to finance this contract become unavailable, the department may terminate the contract upon no less than twenty-four (24) hours notice in writing to the provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The department shall be the final authority as to the availability and adequacy of funds. In the event of termination of this contract, the provider will be compensated for any work satisfactorily completed prior to notification of termination.

3. Termination for Breach
This contract may be terminated for the provider’s non-performance upon no less than twenty-four (24) hours notice in writing to the provider. If applicable, the department may employ the default provisions in Chapter 60A-1.006 (3), FAC. Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract. The provisions herein do not limit the department’s right to remedies at law or in equity.

4. Termination for Failure to Satisfactorily Perform Prior Agreement
Failure to have performed any contractual obligations with the department in a manner satisfactory to the department will be a sufficient cause for termination. To be terminated as a provider under this provision, the provider must have: (1) previously failed to satisfactorily perform in a contract with the department, been notified by the department of the unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of the department; or (2) had a contract terminated by the department for cause.

C. Renegotiation or Modification
Modifications of provisions of this contract shall only be valid when they have been reduced to writing and duly signed by both parties. The rate of payment and dollar amount may be adjusted retroactively to reflect price level increases and changes in the rate of payment when these have been established through the appropriations process and subsequently identified in the department’s operating budget.
D. Official Payee and Representatives (Names, Addresses and Telephone Numbers)

1. The name (provider name as shown on page 1 of this contract) and mailing address of the official payee to whom the payment shall be made is:

________________________________________________________________________________________

________________________________________________________________________________________

2. The name of the contact person and street address where financial and administrative records are maintained is:

________________________________________________________________________________________

________________________________________________________________________________________

3. The name, address, and telephone number of the contract manager for the department for this contract is:

________________________________________________________________________________________

________________________________________________________________________________________

4. The name, address, and telephone number of the provider’s representative responsible for administration of the program under this contract is:

________________________________________________________________________________________

________________________________________________________________________________________

5. Upon change of representatives (names, addresses, telephone numbers) by either party, notice shall be provided in writing to the other party and said notification attached to originals of this contract.

E. All Terms and Conditions Included

This contract and its attachments as referenced, contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of the contract is found to be illegal or unenforceable, the remainder of the contract shall remain in full force and effect and such term or provision shall be stricken.

________________________________________________________________________________________________________________

I have read the above contract and understand each section and paragraph.

IN WITNESS THEREOF, the parties hereto have caused this page contract to be executed by their undersigned officials as duly authorized.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
ATTACHMENT VI
PURCHASE ORDER TERMS AND CONDITIONS
STATE OF FLORIDA, DEPARTMENT OF HEALTH (DOH)

For good and valuable consideration, received and acknowledged sufficient, the parties agree
to the following in addition to terms and conditions expressed in the MyFloridaMarketPlace
purchase order:

1. Vendor is an independent contractor for all purposes hereof.

2. The laws of the State of Florida shall govern this purchase order and venue for any
legal actions arising herefrom is Leon County, Florida, unless issuer is a county health
department, in which case, venue for any legal actions shall be the issuing county.

3. Vendor agrees to maintain appropriate insurance as required by law and the terms
hereof.

4. Vendor will comply, as required, with the Health Insurance Portability and Accountability
Act (42 USC & 210, et seq.) and regulations promulgated thereunder (45 CFR Parts
160, 162, and 164).

5. Vendor shall maintain confidentiality of all data, files, and records related to the
services/commodities provided pursuant to this purchase order and shall comply with all
state and federal laws, including, but not limited to Sections 381.004, 384.29, 392.65,
and 456.057, Florida Statutes. Vendor’s confidentiality procedures shall be consistent
with the most recent edition of the Department of Health Information Security Policies,
Protocols, and Procedures. A copy of this policy will be made available upon request.
Vendor shall also comply with any applicable professional standards of practice with
respect to confidentiality of information.

6. Excluding Universities, vendor agrees to indemnify, defend, and hold the State of
Florida, its officers, employees and agents harmless, to the full extent allowed by law,
from all fines, claims, assessments, suits, judgments, or damages, consequential or
otherwise, including court costs and attorneys’ fees, arising out of any acts, actions,
breaches, neglect or omissions of Vendor, its employees and agents, related to this
purchase order, as well as for any determination arising out of or related to this
purchase order, that Vendor or Vendor’s employees, agents, subcontractors, assignees
or delagees are not independent contractors in relation to the DOH. This purchase
order does not constitute a waiver of sovereign immunity or consent by DOH or the
State of Florida or its subdivisions to suit by third parties in any matter arising herefrom.

7. Excluding Universities, all patents, copyrights, and trademarks arising, developed or
created in the course or as a result hereof are DOH property and nothing resulting from
Vendor’s services or provided by DOH to Vendor may be reproduced, distributed,
licensed, sold or otherwise transferred without prior written permission of DOH. This
paragraph does not apply to DOH purchase of a license for Vendor’s intellectual
property.
8. If this purchase order is for personal services by Vendor, at the discretion of DOH, Vendor and its employees, or agents, as applicable, agree to provide fingerprints and be subject to a background screen conducted by the Florida Department of Law Enforcement and / or the Federal Bureau of Investigation. The cost of the background screen(s) shall be borne by the Vendor. The DOH, solely at its discretion, reserves the right to terminate this agreement if the background screen(s) reveal arrests or criminal convictions. Vendor, its employees, or agents shall have no right to challenge the DOH’s determination pursuant to this paragraph.

9. Unless otherwise prohibited by law, the DOH, at its sole discretion, may require the Vendor to furnish, without additional cost to DOH, a performance bond or negotiable irrevocable letter of credit or other form of security for the satisfactory performance of work hereunder. The type of security and amount is solely within the discretion of DOH. Should the DOH determine that a performance bond is needed to secure the agreement, it shall notify potential vendors at the time of solicitation.

10. Section 287.57(18), Florida Statutes, provides, “A person who receives a contract that has not been procured pursuant to subsections (1) through (5) to perform a feasibility study of the potential implementation of a subsequent contract, who participates in the drafting of a solicitation or who develops a program for future implementation, is not eligible to contract with the agency for any other contracts dealing with that specific subject matter, and any firm in which such person has any interest is not eligible to receive such contract. However, this prohibition does not prevent a vendor who responds to a request for information from being eligible to contract with an agency.” The Department of Health considers participation through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, or auditing or any other advisory capacity to constitute participation in drafting of the solicitation.

11. TERMINATION: This purchase order agreement may be terminated by either party upon no less than thirty (30) calendar days notice, without cause, unless a lesser time is mutually agreed upon by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

In the event funds to finance this purchase order agreement become unavailable, the department may terminate the agreement upon no less than twenty-four (24) hours notice in writing to the provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The department shall be the final authority as to the availability of funds.

Unless the provider’s breach is waived by the department in writing, the department may, by written notice to the provider, terminate this purchase order agreement upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. If applicable, the department may employ the default provisions in Chapter 60A-1.006(4), Florida Administrative Code. Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be constructed to be a modification of the terms of this agreement. The provisions herein do not limit the department’s right to remedies at law or to damages.

12. The terms of this Purchase Order will supersede the terms of any and all prior or subsequent agreements you may have with the Department with respect to this purchase. Accordingly, in the event of any conflict, the terms of this Purchase Order shall govern.