

**ATTACHMENT S
PROPOSAL VERIFICATION FORM**

By completing and submitting this form with your Proposal, the Respondent is ensuring the proposal submission is in accordance with the mandates and requirements outlined in RFP #10650. Also, please check the Vendor Bid System (VBS) for any addendums posted that indicate any **revised** document(s) for which the Respondent is responsible for completing and submitting by the date and time noted in the Calendar of Events (Attachment B, Section IV., A.) of this RFP.

Instructions: Place a check mark (✓) in the box next to the **Requirement** indicating it has been completed and is ready to submit by the date and time specified in the Calendar of Events (Attachment B, Section IV., A.) of this RFP. **This form shall be submitted as the first document under Volume 1.**

Select either Electronic Upload Proposal or Hardcopy with CD-ROM Proposal by placing a checkmark (✓) in the boxes next to the tasks associated with your submission choice.

Electronic Upload Proposal	
<input type="checkbox"/>	Register for a DJJ Bid Library Account through the Procurement Manager. Respondents must register their email address for access to the DJJ Bid Library using a Microsoft account. For specific instructions, reference Attachment B, Section VI., Solicitation Information, and/or contact your Procurement Manager listed in the RFP.
<input type="checkbox"/>	If your organization does not use a Microsoft account, a free account can be created through Microsoft at https://www.office.com . This step must be completed first, prior to submitting the DJJ Bid Library registration request. The email address used to create the Microsoft account should be utilized in the registration request to the Procurement Manager.
<input type="checkbox"/>	Electronic proposals shall be uploaded to the DJJ Bid Library no later than the due date and time specified in the Calendar of Events for this RFP. Any and all documents uploaded, edited, or modified in any way after this date and time will be deemed non-responsive.
<input type="checkbox"/>	The complete proposal, which contains Volumes 1 and 2, shall be saved in Microsoft Word and/or Excel. The signed Transmittal Letter (Volume 1, Tab 1), Attachment C (Volume 1, Tab 2), and Attachment J (Volume 2, Tab 1) are the only documents which can be saved in a PDF format. The Attachment H –Budget for Probation Services - September 2019 (Volume 2, Tab 2) must be submitted in Excel, at a minimum.
Hardcopy with CD-ROM Proposal	
<input type="checkbox"/>	Original copy of Volume I and II with original signatures on all forms that require it (in binders with Tabs - mark " Original " on outside of binder).
<input type="checkbox"/>	Six (6) copies of Volume I and six (6) copies of Volume II (in binders with Tabs -mark " Copy " on outside of binder).
<input type="checkbox"/>	CD-ROM – must contain the completed response of Volume I and Volume II in the appropriate order as the Original hard copies. Must be saved in Word and/or Excel. <i>*PDF versions are not acceptable for the Technical Response.</i>

MANDATORY REQUIREMENT (Attachment B, V.)	
<input type="checkbox"/>	It is MANDATORY that the Respondent submit its proposal within the time frame specified in the Calendar of Events (Attachment B, Section IV., A.).

TECHNICAL PROPOSAL – VOLUME 1 (Attachment B, XX.)	
<input type="checkbox"/>	Transmittal letter is on Respondent's letterhead.
<input type="checkbox"/>	Transmittal letter is signed by an individual authorized to bind the Respondent.
<input type="checkbox"/>	Transmittal letter has the following: <input type="checkbox"/> official company name;

	<input type="checkbox"/> company address; <input type="checkbox"/> telephone number; <input type="checkbox"/> fax number; <input type="checkbox"/> email address; <input type="checkbox"/> name and title of the Respondent official who will sign any contract; <input type="checkbox"/> Federal Employee Identification #, including the Florida Vendor Sequence #, if available, and if not available, a statement saying so. <input type="checkbox"/> DUNS #, if applicable, and if not applicable, a statement saying so. <input type="checkbox"/> If entity is "DBA" or "Doing Business As", the Respondent shall state the reason for it.
<input type="checkbox"/>	The transmittal letter must contain the following exact statement: "On behalf of (insert Respondent's name), this letter certifies that the (insert Respondent's name) agrees to all terms and conditions contained in the Request for Proposal for which this proposal is submitted."
<input type="checkbox"/>	The transmittal letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) has met all conditions and requirements of Attachment A, including that neither it nor its principals are presently debarred, suspended, or proposed for debarment, or have been declared ineligible or voluntarily excluded from participation in this Procurement/contract by any federal department or agency." If the Respondent is unable to certify any part of this statement, such Respondent shall include an explanation in the Transmittal Letter.
<input type="checkbox"/>	The transmittal letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that neither (insert Respondent's name) nor anyone acting on its behalf have contacted, between the release of the solicitation and the end of the seventy-two (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 Manager or as provided in the solicitation documents."
<input type="checkbox"/>	The transmittal letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) is not listed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel; the Scrutinized Companies with Activities in Sudan List; the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; has been engaged in business operations in Cuba or Syria; or engaged in business operations with the government of Venezuela (pursuant to F.S. 215.472, 215.4725, 215.473, and 287.135)".
<input type="checkbox"/>	The Respondent shall insert the Transmittal Letter in Volume 1, Tab 1, after the Proposal Verification Form.
<input type="checkbox"/>	<p>Cross Reference Table – Volume 1, Tab 1</p> <p>In order to assist the Respondent in its development of a responsive proposal and to facilitate proposal evaluation by the Department, the Respondent shall provide a table that cross-references the contents of its proposal with the contents of the RFP. Please see Attachment O to this RFP for the cross-reference table. The Respondent shall insert the Attachment O in Volume 1, Tab 1, after the Part A - Transmittal Letter. Remember to complete the Attachment O in its entirety.</p>
<input type="checkbox"/>	<p>Certificate of Experience – Volume 1, Tab 2</p> <p>It is required that the Respondent sign and submit under Volume 1, Tab 2, the Attachment C, Certificate of Experience. The Respondent must demonstrate two years of experience within the last five years of implementing and operating programs for at-risk and/or delinquent youth.</p>
<input type="checkbox"/>	<p>Drug-Free Workplace Certification & Tie Breaking Certifications – Volume 1, Tab 2</p> <p>The proposal may contain the Drug-Free Workplace Certification in accordance with section 287.087, F.S. (if desired by the Respondent) for preference in the event of a tie in the scoring of a competitive solicitation. This is not a mandatory requirement. The form is labeled as Attachment K. The Respondent may also submit the Attachment R (Tie Breaking Certifications), which is not mandatory.</p>
<input type="checkbox"/>	<p>Client Contact List – Volume 1, Tab 2</p> <p>It is required that the Respondent submit an Attachment E with a minimum of three references. This list is required in order for the proposal to be complete. The Attachment E must be</p>

	<p>completed and submitted with at least three previous or current clients for whom the Respondent has provided non-residential diversion services to a juvenile justice population as specified in this RFP, and the dates of performance (Respondent must demonstrate two years of experience within the last five years). The Department reserves the right to contact any and all references in the course of this solicitation and make a fitness determination, not subject to review or challenge. The Department shall not provide a reference. If the Respondent has only provided these same or similar services to the Department, the Respondent is to include an attestation statement from the individual with authority to bind the Respondent in place of the Attachment E. No faxes will be accepted for the Attachment E. Only originals submitted with the proposal or copies submitted electronically through the Bid Library are acceptable.</p>
<input type="checkbox"/>	<p>Technical Proposal – Volume 1, Tab 3 The Technical Response (described below) shall be prepared in the format listed below utilizing 8.5" x 11" paper with one-inch margins (top, bottom, and sides). Each Respondent shall limit the Technical Proposal's narrative to no more than sixty (60) consecutive pages. Pages submitted in excess of the specified limit for the Technical Proposal's narrative will be removed prior to evaluation and will not be evaluated. Any attachments, charts, photos, maps, diagrams, or other resource materials that support the information provided in the Technical Proposal shall be referenced within the Technical Proposal's narrative, included as exhibits or attachments to the Technical Proposal, and presented at the end of the Technical Proposal. Such exhibits or attachments shall not be counted in the sixty (60) page limitation established for the Technical Proposal. The Technical Proposal package shall contain the following sections in the following sequence (PLEASE NOTE THAT IT IS INSUFFICIENT FOR PROPOSALS TO MERELY RECITE OR REITERATE THE SERVICES TO BE SOUGHT):</p>
<input type="checkbox"/>	<p>Category #1: Management Background, Experience, Structure The Respondent shall describe the background and experience that demonstrates the ability of the organization to deliver the JDAP and provide the minimum services sought by the RFP. The Respondent shall provide a corporate organizational chart, identifying key corporate personnel/positions and their qualifications (resume or job description) that will have sufficient management and oversight of the proposed JDAP. The Respondent shall describe how the organization will provide efficient and effective management and corporate oversight and support of the proposed services. The Respondent shall describe, through their internal quality improvement processes, its internal resources, strengths, and skills to demonstrate the ability to deliver the services offered.</p>
<input type="checkbox"/>	<p>Category #2: Management Competencies and Capabilities The Respondent shall describe, in narrative form, their organization's competencies (knowledge, skills and abilities) that clearly support their proposed services for the program and the specific services required that support the goals of differing youth from the juvenile justice system.</p>
<input type="checkbox"/>	<p>Category #3: Programmatic Oversight, Quality Improvement The Respondent shall describe the management design/structure that ensures provision of oversight and control of the program(s) proposed by the Respondent, by Regional area, to obtain optimum service delivery. The Respondent shall describe their internal quality improvement process necessary to identify problems and improve service delivery, including frequency of monitoring reviews, etc., and the methods to be employed.</p>
<input type="checkbox"/>	<p>Category #4: Organizational Approach, Philosophy and Vision for JDAP Services The Respondent shall describe their organization's approach and philosophy, including mission statement, core values, and vision, to further the Department's goal for youth requiring JDAP services.</p>
<input type="checkbox"/>	<p>Category #5: Overall Program Delivery for JDAP Services The Respondent shall describe their understanding and approach to tasks that will ensure compliance with the minimum service requirements set forth in the RFP, including all rules and regulations, specifically addressing all sections of Attachment I of the RFP. The Respondent shall describe their understanding of the needs of the target population, including criminogenic risk factors, status, specialized gender needs, and other components that contribute to delinquency, and the Respondent's approach to identifying and meeting the needs of the target</p>

	population. The Respondent shall describe continuity of care from program admission to release for youth receiving JDAP services.
<input type="checkbox"/>	<p>Category #6: Needs Assessment, Service Planning and Barriers for Youth The Respondent shall describe the Community Assessment Tool (CAT) assessment process and individualized care/service planning (and any tools/instruments) to be used for youth referred to the JDAP. The Respondent shall describe perceived barriers to engaging youth in the JDAP services and how the program will move youth through program services resulting in successful completion.</p>
<input type="checkbox"/>	<p>Category #7: Case Management Services The Respondent shall describe the program's methodology for providing case management services, including the process for arrangement, referrals and coordination of services and resources to assist the youth and families based on the youth's assessed needs. The Respondent shall describe the process for monitoring goals and objectives of the youth's Individual Service Plan (ISP) and how the youth's progress will be measured to reflect progress during program participation.</p>
<input type="checkbox"/>	<p>Category #8: Supervision/Contact Tasks The Respondent shall describe the program's methodology for providing needed supervision and making contacts to program participants, which provides for advancement of the youth through the program to complete the program goals and sanctions for successful discharge. Include methods, frequency, and documentation.</p>
<input type="checkbox"/>	<p>Category #9: Referrals for Outside Services The Respondent shall describe the program's methodology for making referrals for youth and family to outside sources for services not available through the JDAP, including mental health and/or substance abuse treatment, and other community services. The Respondent shall describe available community resources proposed, by Circuit, with which the Respondent has working relationships that will support the youth's progress and meet identified needs. Indicate the method of determining how outside referred services will be paid.</p>
<input type="checkbox"/>	<p>Category #10: Sanctions and Community Service/Restitution The Respondent shall describe the methods and process used to ensure program youth are meeting their court ordered sanctions, performing community service as applicable, and paying any ordered restitution. Describe the JDAP's restitution process that works with the Circuit Court(s) procedures for the Circuits proposed.</p>
<input type="checkbox"/>	<p>Category #11: Staffing The Respondent shall describe the number and type of proposed program staff that will operate and deliver JDAP services as specified in the RFP, including the youth to staff ratios to be maintained for Case Managers. The Respondent's proposed staffing plan shall identify all program staff, as applicable, including Program Directors, Case Managers, Supervisors, and administrative workers that are part of the proposed JDAP. Describe the qualifications of all staff positions proposed, including job descriptions for each type of position. The Respondent shall describe their operational approach to the recruitment, training, supervision and retention of staff to provide services, and describe its back-up plan for ensuring staff absences and vacancies will be filled to ensure uninterrupted services for the proposed JDAP. The Respondent shall provide a staff training plan that outlines all Department-required Direct Services Staff training, Respondent employee training and modality/intervention required training that must occur to provide services as specified in the RFP. List each topic, how it will be delivered (either instructor-led by Respondent using the Department's online Learning Management System, or a Department Instructor-led training). Indicate how training documentation will be maintained and submitted to the Department's Staff Development & Training Office. A finalized plan shall be approved by the Contract Manager of the resulting Contract.</p>
<input type="checkbox"/>	<p>Category #12: Youth Case Files, Records and Documentation The Respondent shall explain their program's process for developing a youth's case file upon admission and describe their understanding of the documentation requirements, to include timeframes.</p>

<input type="checkbox"/>	<p>Category #13: Data Collection and Reporting Services The Respondent shall describe their organization's process for data collection and reporting in JJIS all referrals (both accepted and rejected), placements (admissions), and releases, with dates and reasons notated for each youth.</p>
<input type="checkbox"/>	<p>Category #14: Implementation Plan The Respondent shall describe their understanding of the tasks involved, with dates and time frames necessary, for program service implementation as soon as possible, but no later than May 15, 2020, which specifically addresses key pre-operational points, including but not limited to the following:</p> <ol style="list-style-type: none"> a. Finalizing site arrangements and ordering fixtures and furnishings for the JDAP facility / site in each of the identified Circuits to receive services under this RFP; b. Obtaining Local and State facility inspections prior to occupancy; c. Meal and snack preparation and delivery to youth, and where youth will eat; d. Advertising, hiring, and background screening of proposed staff; and, e. Training staff for direct care and other training, including training in any modalities to be delivered.
<input type="checkbox"/>	<p>Facility / Site Requirements Certification (for Respondent Proposed Owned / Leased Facility) (Attachment L) – Volume 1, Tab 4 For Respondents proposing JDAP Services under this RFP, the Attachment L is required for each circuit where a JDAP is proposed to be delivered. Submission of this form and the supporting documentation is a requirement for the Respondent to be deemed responsive to this RFP. The Respondent shall certify, by initialing next to each requirement, that the proposed facility fully meets or will meet the requirements at the time of proposal submission or will fully meet these requirements prior to the start of contract services. The Department may or may not elect to conduct a site inspection on the date and time indicated in the RFP Calendar of Events. All facilities and property provided for services must meet the requirements stated in the Attachment L.</p>

FINANCIAL PROPOSAL – VOLUME 2	
<input type="checkbox"/>	<p>Price Sheet (Attachment J) – Volume 2, Tab 1 It is required that the Respondent shall provide a price for the services by returning a completed and signed copy of the Department's Attachment J – Price Sheet. The price must include all services, material and labor necessary to complete the Services to be Sought as stated in the Attachment I of this RFP and the Respondent's proposal. This price shall be expressed as two decimal number prices. It is required that the Respondent shall submit a completed and signed Attachment J that proposes a maximum annual Contract dollar amount at or below the maximum annual Contract dollar amount stated in the RFP. The Price Sheet will be scored (see Attachment D).</p>
<input type="checkbox"/>	<p>Budget – Volume 2, Tab 2 The Respondent must complete and submit the Attachment H (Budget for Probation Services – September 2019). The total budget amount must match the total proposed amount on the Attachment J – Price Sheet.</p>
<input type="checkbox"/>	<p>Certified Minority Business (CMBE) Subcontracting Utilization Plan – Volume 2, Tab 3 The Respondent shall describe its plan and/or methods to encourage diversity and utilize minority businesses in the performance of the services described in this solicitation. The information provided in this section shall address the plan described in the CMBE Subcontracting Utilization Plan of the RFP. The Respondent shall also include documentation supporting the CMBE Subcontracting Utilization Plan, for each Florida CMBE listed that the Respondent intends to utilize in the program procured. Florida CMBEs must meet all CMBE eligibility criteria and be certified as a CMBE by the Office of Supplier Diversity (OSD) of the Florida Department of Management Services. The documentation shall be a one-page letter supplied by the CMBE on its letterhead stationery, stating the intent of the CMBE to participate in the program and clearly identifying the Department Solicitation Number. No points will be awarded for the CMBE Subcontracting Utilization Plan.</p>
<input type="checkbox"/>	<p>Mailing Label</p>

	Respondents submitting hardcopy proposals in response to this solicitation shall either affix the label below (or a copy thereof) to the lower, left hand corner outside of all envelopes or containers containing their proposals or mark their proposal with the identifying information. This is to ensure that the Department's mailroom identifies the package(s) as a proposal and delivers it expeditiously. Respondents shall complete the information on the label prior to affixing the label.
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By my signature below, I am verifying the Proposal being submitted is in accordance with the instructions in this Solicitation.

Company: _____

Signature: _____ **Date:** _____

Print Name: _____