

ATTACHMENT R PROPOSAL VERIFICATION FORM

By completing and submitting this form with your proposal, the Respondent is ensuring the proposal submission is in accordance with the mandatories and requirements outlined in RFP #10630.

Also, please check the Vendor Bid System (VBS) for any addendums posted that indicate a **revised** document(s) for which the Respondent is responsible for completing and submitting by the date and time noted in the Calendar of Events (Section IV., A.) of this RFP.

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

RFP Workshop	
<input type="checkbox"/>	Participation on one of the scheduled Webinars as outlined in Section IV., F., of the RFP.

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 – Prevention Budget December 2018 (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 requires 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, Excel and/or PowerPoint. <i>*PDF version are not acceptable of the Technical Response.</i>

TECHNICAL PROPOSAL – VOLUME 1	
<input type="checkbox"/>	Transmittal letter is on Respondent's letterhead.
<input type="checkbox"/>	Transmittal letter denotes and is signed by individual authorized to bind the Respondent.
<input type="checkbox"/>	Transmittal letter has the following: <ul style="list-style-type: none"> <input type="checkbox"/> official company name, <input type="checkbox"/> telephone number, <input type="checkbox"/> fax number, <input type="checkbox"/> email address, and

<input type="checkbox"/>	Federal Employee Identification #, including the Florida Vendor Sequence # if available
<input type="checkbox"/>	DUNS #, if applicable
<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 Respondent 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 to 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 anyone, between the release of the solicitation and due date of this solicitation, 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; or has been engaged in business operations in Cuba or Syria (pursuant to Florida Statutes 215.472, 215.4725, 215.473, and 287.135)".
<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 is a Circuit Advisory Board (CAB) or State Advisory Group (SAG) member, nor is a relative of or employed by a CAB or SAG member, nor is receiving any form of compensation from, or serving as a director or officer of a grant recipient or applicant, of a CAB or SAG member."
<input type="checkbox"/>	The Respondent shall insert the MANDATORY transmittal letter in Volume 1, Tab 1 after the Proposal Verification Form.
<input type="checkbox"/>	Cross Reference Table – Volume 1, Tab 1 It is MANDATORY that the Respondent provide a table that cross-references the contents of its proposal with the contents of the RFP. The Respondent shall insert the Attachment O in Volume 1, Tab 1, after the Transmittal Letter. Remember to complete Attachment O in its entirety.
<input type="checkbox"/>	Certificate of Experience – Volume 1, Tab 2 It is MANDATORY that any Respondent that has not previously provided same or similar services for the Department within the previous two (2) years, sign and submit under Volume 1, Tab 2, the Attachment C, Certificate of Experience.
<input type="checkbox"/>	Drug-Free Workplace Certificate – Volume 1, Tab 2 The proposal may contain the Drug-Free Workplace Certification in accordance with section 287.087, Florida Statutes (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 Certification form (Attachment K) is available at: http://www.djj.state.fl.us/providers/contracts/index.html .
<input type="checkbox"/>	Attachment I – Tie-Breaking Certification – Volume 1, Tab 2 The proposal may contain the Tie-Breaking Certification (if desired by the Respondent) in the event of a tie in the scoring of a competitive solicitation. All proposals are subjected to the terms listed in this attachment in case of a tie. This is not a mandatory requirement. The Certification form (Attachment I) is available at: http://www.djj.state.fl.us/providers/contracts/index.html

<input type="checkbox"/>	<p>Client Contact List – Volume 1, Tab 2</p> <p>It is MANDATORY that the Respondent submit Attachment E (Client Contact List) with a minimum of three (3) references. This list is a part of the technical response and is required in order for the proposal to be complete.</p>
<input type="checkbox"/>	<p>Service Components – Volume 1, Tab 3 (This is program specific for Prevention)</p> <p>It is MANDATORY that the Respondent complete and describe each service task to be delivered using the Attachment I-A, Subsection A, Service Components form.</p>
<input type="checkbox"/>	<p>Technical Proposal Narrative – Volume 1, Tab 4 – 9</p> <p>The Technical Response (described below in paragraphs 1-6) shall be prepared in the format listed below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Letter size (8^{1/2}" X 11) <input type="checkbox"/> 12 Point Type - Roman <input type="checkbox"/> Single Space <input type="checkbox"/> 1" margins (top, bottom and sides) <input type="checkbox"/> Pages consecutively numbered (limit of sixty (60) pages) <p>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 <u>not</u> be counted in the sixty (60) page limitation established for the Technical Proposal.</p>
<input type="checkbox"/>	<p>The Technical Proposal package shall contain the narrative sections as outlined in Attachment B of the RFP in the following sequence:</p> <p>Introductory Statement – Volume 1, Tab 4 Management Capability – Volume 1, Tab 5 Statement of Need – Volume 1, Tab 6 Services to be Sought – Volume 1, Tab 7 Staffing & Personnel – Volume 1, Tab 8 Implementation Plan – Volume 1, Tab 9</p>
<input type="checkbox"/>	<p>The Respondent shall submit a staff training plan in accordance with the requirements listed in the RFP. The staff training plan shall be submitted in Volume I, Tab 8 after the narrative for Staffing & Personnel.</p>

FINANCIAL PROPOSAL – VOLUME 2

<input type="checkbox"/>	<p>Price – Volume 2, Tab 1</p> <p>It is MANDATORY 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 that proposes a maximum annual Contract dollar amount at or below the maximum Annual Contract dollar amount stated in the RFP.</p>
<input type="checkbox"/>	<p>Budget – Volume 2, Tab 2</p> <p>It is MANDATORY that the Respondent complete and submit Attachment H – Prevention Budget December 2018 in Tab 2 of Volume 2. The Attachment H template is available at: http://www.djj.state.fl.us/providers/contracts.</p>
<input type="checkbox"/>	<p>Does the Attachment H – Prevention Budget Program Total (column 2) match the Maximum Annual Proposed Amount (column 3) on Attachment J – Price Sheet?</p>
<input type="checkbox"/>	<p>Certified Minority Business (CMBE) Utilization Plan – Volume 2, Tab 3</p> <p>The Respondent shall submit a completed and signed CMBE plan. The information provided in this section shall address the plan described in the Attachment F - available at: http://www.djj.state.fl.us/providers/contracts/index.html of the RFP.</p>

By my signature below, I am verifying that the Proposal being submitted is in accordance with the instructions in this Solicitation.

Company: _____

Verified by: _____ Date: _____

Print Name: _____