

**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 mandates and requirements outlined in RFP #10672. 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) and Attachment C (Volume 1, Tab 2) are the only documents which can be saved in a PDF format. The Attachment H – Budget -10672 (Volume 2, Tab 1) must be submitted in Excel, at a minimum.
Hardcopy with CD-ROM Proposal	
<input type="checkbox"/>	Original copies 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 Proposal.</i>

MANDATORY CRITERIA (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: <ul style="list-style-type: none"> <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; and <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 (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 anyone, 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; is not listed on the Scrutinized Companies with Activities in Sudan List; is not listed on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; is not engaged in business operations in Cuba or Syria; and, is not engaged in business operations with the government of Venezuela or in any company doing business with the government of Venezuela. (pursuant to sections 215.472, 215.4725, 215.473, and 287.135, F.S.)".
<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 providing services to at-risk and/or juvenile delinquent populations similar to services as specified in this RFP.</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 completed and submitted with at least three previous or current clients for whom the Respondent has provided services to at-risk and/or juvenile delinquent populations similar to services 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 DJJ Bid Library are acceptable.</p>
<input type="checkbox"/>	<p>Technical Proposal – Volume 1, Tab 3</p> <p>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 Capability</p> <p>The Respondent shall describe their company's management capability to manage / control the services to be provided. The Respondent shall provide a copy of the corporate organizational chart and description of the corporate organizational structure and leadership staff's qualifications (resume or job description) that indicate sufficient management capability to perform or provide oversight of the services required. The Respondent shall describe the corporate oversight and support for the program. The Respondent shall describe the internal quality improvement process utilized to identify problems and improve processes.</p>
<input type="checkbox"/>	<p>Category #2: General Understanding of Service Needs</p> <p>The Respondent shall describe their general understanding of the need of the Department to contract for an ERC program site/location in Hillsborough County to include a general description of the youth, the time frames for youth participation and the services youth shall receive. The Respondent shall explain what makes their organization's proposed program a maximized ERC program, explaining the anticipated long-term results that will benefit program participants.</p>
<input type="checkbox"/>	<p>Category #3: Target Population within the County</p> <p>The Respondent shall describe their understanding of the target population to be referred to the Evening Reporting Center and the need for an ERC program site/location in Hillsborough County. The Respondent shall describe their organization's understanding of the needs of the target population, including criminogenic risk factors, status, specialized gender needs, and other components that contribute to delinquency, and their approach to identifying and meeting the needs of the target population.</p>
<input type="checkbox"/>	<p>Category #4: A Balanced and Restorative Justice Approach to Providing Services</p> <p>The Respondent shall describe their understanding of the need for services delivered to youth to be based on Restorative Justice and how that will be accomplished. The Respondent shall describe their understanding of the need for services to be Gender Specific and how that will be accomplished. The Respondent shall describe their understanding of the need to provide services that addresses factors which impact disproportionate minority contact and how that will be accomplished.</p>

<input type="checkbox"/>	<p>Category #5: Goals of the Service and how Success will be Measured The Respondent shall describe their understanding of the goals for the Evening Reporting Center and how that will be accomplished within the proposed program services. What constitutes success in their proposed program?</p>
<input type="checkbox"/>	<p>Category #6: Program Eligibility/Admission/Length of Program Participation The Respondent shall describe the eligibility of program participants to be referred and how eligibility criteria will be reviewed and documented. Describe how soon admission to the program should occur and their understanding of the length of program participation for youth.</p>
<input type="checkbox"/>	<p>Category #7: Individual Service Planning The Respondent shall describe the proposed programs approach to the youth's individualized service planning, including criteria and components to be addressed, the methodology to be used, documentation to be reviewed to determine the youth's service needs and how the planned intervention and planned structured activities support the youth's goals and completion of the Court Order. The Respondent shall explain how their program's approach is individualized and how addressing service needs of the youth in this manner will optimize the ERC services delivery and the benefits to be achieved through the methods described.</p>
<input type="checkbox"/>	<p>Category #8: Delinquency Interventions and Fidelity The Respondent shall describe which, if not all, of the Delinquency Interventions listed in Attachment I it will offer to program participants. The Respondent shall describe what criminogenic risk factors will be addressed, include the frequency and length of participation for each intervention to be provided, and complete Attachment T in its entirety. The Respondent shall describe how the fidelity of each delinquency intervention will be tracked to ensure interventions are provided in accordance with fidelity.</p>
<input type="checkbox"/>	<p>Category #9: Structured Activities The Respondent shall specifically describe the proposed plan for delivering Career Exploration services and how that will be accomplished. The Respondent shall specifically describe the proposed plan for Mentoring, and how that will be accomplished, including the frequency and if staff or volunteers in the community will be utilized. The Respondent shall specifically describe the proposed plan for offering Homework Assistance and Tutoring and how that will be accomplished. The Respondent shall specifically describe the proposed Community Service Component and how it will be accomplished with ERC youth. The Respondent shall describe any other proposed structured activities and explain their understanding of the linkages between these activities, aftercare in the community, and how their proposed structured activities will promote responsible decision making and allow the youth to make positive peer associations.</p>
<input type="checkbox"/>	<p>Category #10: Case Management Coordination Strategies & Effective Response Plan The Respondent shall describe the Case Management Coordination Strategies to be employed to ensure services are offered aggressively to youth to encourage active participation. The Respondent shall describe how roadblocks to successful service delivery will be removed. The Respondent shall describe their understanding of the Department's Effective Response Plan and how it will be employed if needed for youth at the ERC.</p>
<input type="checkbox"/>	<p>Category #11: Youth Employment The Respondent shall describe the process employed by their proposed program that demonstrates how youth that are, or become, gainfully employed during program participation will have a service plan in place, to ensure completion of the Court Order and to be allowed to maintain employment.</p>
<input type="checkbox"/>	<p>Category #12: Transportation The Respondent shall describe their organization's plan for transportation which demonstrates an understanding of how transportation is a critical need to support an ERC program site/location in Hillsborough County. The Respondent shall provide methods of transportation (vehicles, buses, staff cars) and explain if the Respondent's owned / leased vehicles, insurance, staff requirements for transporting youth, and how compliance with the Department's policy and requirements as set forth in Attachment I on transportation, will be met. (Note: The Department's Transportation policy is available on the Department's website).</p>

<input type="checkbox"/>	<p>Category #13: Youth Case Files, Records and Documentation The Respondent shall explain their programs process for developing a youth's case file upon admission and the documentation requirements.</p>
<input type="checkbox"/>	<p>Category #14: Data Collection and Reporting Services The Respondent shall describe their organization's process for data collection on all referrals (both accepted and rejected referrals), placements (admissions), and releases with dates and reasons notated for each youth.</p>
<input type="checkbox"/>	<p>Category #15: Staffing/Personnel The Respondent shall provide a staffing plan for the number of slots proposed for an ERC program site/location in Hillsborough County to include job titles, qualifications, and duties of each staff member which meets the requirements in Attachment I. The Respondent shall describe their staffing backup plan, how vacancies and absent positions will be covered with qualified approved staff, to ensure no interruption in services. The Respondent shall describe their understanding of the Department's Background Screening Process, including time frames for completion, and that background screening is the first requirement of staff prior to any training. The Respondent shall describe their organization's understanding of the requirements for staff training as specified in Attachment I and attach a proposed staff training plan as required by the Department. The staff training plan shall indicate the source of training (either instructor led by Respondent, using the Department's online Learning Management System, or a Department Instructor-led training) and time frames for training staff.</p>
<input type="checkbox"/>	<p>Category #16: 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 August 1, 2020, which specifically addresses key pre-operational points, including but not limited to the following:</p> <ul style="list-style-type: none"> a. finalizing site arrangements and ordering fixtures and furnishings for an ERC program site/facility location in Hillsborough County b. obtaining Local and State facility inspections prior to occupancy. c. transportation planning for transporting youth within Hillsborough County to the ERC program site/location and home after program services. d. meal and snack preparation and delivery to youth, and where youth will eat. e. advertising, hiring, and background screening of proposed staff. f. training staff for direct care and other training, including training in any modalities to be delivered.

FINANCIAL PROPOSAL – VOLUME 2	
<input type="checkbox"/>	<p>Budget – Volume 2, Tab 1 The Respondent must complete and submit the Attachment H (Budget-10672). The total budget amount must match the total amount in Attachment B, Section 14.</p>
<input type="checkbox"/>	<p>Certified Minority Business (CMBE) Subcontracting Utilization Plan – Volume 2, Tab 2 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 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</p>

	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: _____