

**STATE OF FLORIDA
DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF SUBSTANCE ABUSE AND MENTAL HEALTH**



**REQUEST FOR PROPOSALS
FUNCTIONAL FAMILY THERAPY
TRAINING**

**RFP#: DCFRFP2021014
Release Date: MARCH 31, 2021**

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SECTION 1. INTRODUCTION

1.1 Introduction to the Procurement

The Department of Children and Families (Department), Office for Substance Abuse and Mental Health is seeking training for Functional Family Therapy (FFT) for Targeted Service Providers in Florida to implement the FFT Model within their agencies. FFT is a short-term prevention program for at-risk youth and their families. FFT aims to address risk and protective factors that impact the adaptive development of 11 to 18-year-old youth who have been referred for behavioral or emotional problems.

Funding for this RFP is from the Family First Prevention Services Act (FFPSA) Transition Grant authorized by the Family First Transition Act (FFTA) under CFDA 93.556 – Promoting Safe and Stable Families. The FFPSA reforms the federal child welfare financing streams, Title IV-E and Title IV-B of the Social Security Act, to provide services to families who are at risk of entering the child welfare system. States may use title IV-E to provide up to 12 months of mental health services, substance abuse treatment, and in-home parenting training to families at risk of entry of the child welfare system. The Department will use FFPSA funds to procure for statewide training, technical support, fidelity monitoring, and data collection of five evidence-based prevention services rated as well-supported on the Title IV-E Prevention Services Clearinghouse. The Department has selected FFT as one of the five evidence-based prevention services for statewide training and implementation.

The Department disseminated a survey to Community Based Lead Agencies throughout Florida and 240 individuals stated they would be interested in implementing FFT. The exact number of agencies that will receive training will depend on the cost per agency within the available funding of up to \$2,080,000.00.

The developers of the FFT model, Functional Family Therapy, Inc. and Functional Family Therapy Associates are eligible to apply for an award under this RFP. Other entities may apply but must document authorization from the developers to be able to provide the training. Any person interested in participating must comply with the terms of this solicitation.

1.2 Term of the Agreement

The anticipated start date of the resulting contract is June 15, 2021. The anticipated duration of the contract is through June 30, 2022. Renewal, if any, shall comply with s. 287.057(13), F.S.

1.3 Contact Person and Procurement Officer

The sole contact point for communication (which will only be accepted in writing) regarding this solicitation is:

Dineen Cicco, MSW, FCCM, FCCN
Procurement Officer

The only permitted means of contact:

By Mail:
Florida Department of Children and Families
2415 North Monroe Street, Suite 400-B109
Tallahassee, FL 32303-4190

By Email:
Dineen.Cicco@myflfamilies.com

1.4 Official Notices

All notices, decisions, intended decisions, addenda (including Notices of Intent to Award), and other matters relating to this solicitation will be posted on the Department of Management Services (DMS) Vendor Bid System (VBS) located at: http://www.myflorida.com/apps/vbs/vbs_main_menu

It is the responsibility of vendors to check the VBS for addenda, notices of decisions and other information or clarifications to this solicitation. Posting on the VBS is the only official notice for determinations of timeliness of protests (see 1.5).

1.5 Protests

Any protest concerning this solicitation shall be made in accordance with sections 120.57(3) and 287.042(2), F.S., and Rule Chapter 28-110, Florida Administrative Code (F.A.C.).

Failure to file a protest within the time prescribed in section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S.

Notices of Protest must be filed with the Clerk of Agency Proceedings (Agency.Clerk@myffamilies.com).

SECTION 2. SOLICITATION PROCESS

2.1 General Overview of the Process

Proposals from responsible and responsive vendors are eligible for evaluation. By submitting a proposal, the vendor agrees to each of the certifications listed in this solicitation unless otherwise indicated.

The Department may request vendor presentations.

2.2 Limitations on Contacting Department Personnel and Others

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

2.3 Timeline

Activity	Date	Time Eastern	Address	Section Reference
Solicitation advertised and released on VBS:	March 31, 2021	5:00 pm	VBS Electronic Posting site: http://myflorida.com/apps/vbs/vbs_www.main_menu	1.4
*Pre-solicitation Conference Call to be held (optional):	April 7, 2021	11:00 am	Please join meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/497525285 You can also dial in using your phone. United States (Toll Free): 1 877 309 2073 United States: +1 (646) 749-3129 Access Code: 497-525-285 Join from a video-conferencing room or system. Dial in or type: 67.217.95.2 or inroomlink.goto.com Meeting ID: 497 525 285 Or dial directly: 497525285@67.217.95.2 or 67.217.95.2##497525285	2.5
Written questions must be received by:	April 12, 2021	10:00 am	Program Officer listed in Section 1.3 either by mail or email. Email preferred	2.6
Department's response to questions:	April 16, 2021	5:00 pm	VBS Electronic Posting site: http://myflorida.com/apps/vbs/vbs_www.main_menu	2.6
Sealed proposal must be received by the Department:	April 23, 2021	12:00 pm	Program Officer listed in Section 1.3 either by mail or email. Email preferred	2.7

Activity	Date	Time Eastern	Address	Section Reference
*Proposal opening:	April 23, 2021	2:00 pm	Please join meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/522375941 You can also dial in using your phone. United States (Toll Free): 1 877 309 2073 United States: +1 (646) 749-3129 Access Code: 522-375-941 Join from a video-conferencing room or system. Dial in or type: 67.217.95.2 or inroomlink.goto.com Meeting ID: 522 375 941 Or dial directly: 522375941@67.217.95.2 or 67.217.95.2##522375941	2.7.3
* Meeting of the evaluators and ranking of the proposals:	April 30, 2021	10:00 am	Please join meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/954768837 You can also dial in using your phone. United States (Toll Free): 1 877 309 2073 United States: +1 (571) 317-3129 Access Code: 954-768-837 Join from a video-conferencing room or system. Dial in or type: 67.217.95.2 or inroomlink.goto.com Meeting ID: 954 768 837 Or dial directly: 954768837@67.217.95.2 or 67.217.95.2##954768837	5.2.3
Posting of intended contract award:	May 14, 2021	5:00 pm	DMS VBS Electronic Posting site: http://myflorida.com/apps/vbs/vbs_main_menu	5.2.5
Effective date of contract:	June 15, 2021	N/A	N/A	1.2
All meetings noted with an asterisk () are public meetings.				

2.4 Woman--, Veteran--, and Minority-owned Small Businesses Participation

Woman--, Veteran--, and Minority-owned Small Businesses are encouraged to participate in any scheduled conferences, conference calls, or pre-solicitation meetings. All vendors shall be accorded fair and equal treatment. For questions about registering to identify your Small Business as a Woman--, Veteran--, or Minority-owned Small Businesses visit: https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd

2.5 Pre-solicitation Conference Call

The purpose of the Pre-solicitation Conference Call is to review this solicitation with interested vendors. The Pre-solicitation Conference Call for this RFP will be held at the date and time specified in **Section 2.3**.

2.6 Written Questions and Department Answers

Vendor questions for which binding Department answers are desired must be addressed as permitted in **Section 1.3**, using the template provided in **APPENDIX III**, and received by the Procurement Officer on or before the dates and time specified in **Section 2.3**.

2.7 Receipt of Proposals

2.7.1 Proposal Deadline

Proposals must be received by the Procurement Officer no later than the date and time and at the address provided in **Section 2.3**. Only electronic transmissions of proposals will be accepted, see **Section 4.1**. Vendors are exclusively responsible for timely delivery of proposals to the Procurement Officer.

2.7.2 Proposal Withdrawal and Amendment

Vendors may withdraw, or withdraw and replace, previously submitted proposals on or before the date and time specified for proposals to be received by the Department.

2.7.3 Binding Proposal

Vendors are bound by their proposals until the latter of sixty (60) calendar days after the proposal opening or the closing of all opportunities for protest or appeal.

2.7.4 Cost of Preparation of Proposal

The Department will not pay any costs incurred in responding to this solicitation.

2.8 Form PUR 1001

The standard "General Instructions to Respondents" Form PUR 1001 (10/06) is hereby incorporated into this solicitation by reference as if fully recited herein. In the event of any conflict between Form PUR 1001 and this solicitation, the terms of this solicitation shall take precedence over Form PUR 1001, unless the conflicting term is required by Florida law, in which case the term contained in Form PUR 1001 shall take precedence. Form PUR 1001 is available at:

http://www.dms.myflorida.com/media/purchasing/pur_forms/1001_pdf.

2.9 Department's Discretion

2.9.1 The Department may:

2.9.1.1 Determine whether a vendor is responsible, as defined in section 287.012, Florida Statutes;

2.9.1.2 Waive minor irregularities when doing so would be in the best interest of the State of Florida;

2.9.1.3 Withdraw the solicitation or reject all proposals at any time;

2.9.1.4 Select more than one vendor for the commodities and contractual services encompassed by this solicitation;

2.9.1.5 Withdraw or amend its Notice of Award;

2.9.1.6 Award contract(s) for a reduced scope of the commodities and contractual services encompassed by this solicitation.

SECTION 3. SPECIFICATIONS

3.1 Definitions

Specific terms related to this RFP may be found in **APPENDIX IX– Standard Contract Part 2**.

3.2 Minimum Programmatic Specifications

The selected vendor(s) shall perform the tasks outlined in the Department's **STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX VIII and APPENDIX IX)** in accordance with all terms therein.

3.3 Minimum Financial Specifications

The selected vendor(s) shall be compensated in the manner set forth in **APPENDIX VII – DELIVERABLES AND METHOD PAYMENT** and **APPENDIX IX- STANDARD CONTRACT PART 2** in accordance with all terms therein.

3.3.1 Funding Sources

This Request for Proposals will be funded using federal funds from the Family First Prevention Services Act (FFPSA) Transition Grant authorized by the Family First Transition Act (FFTA) under CFDA 93.556 – Promoting Safe and Stable Families.

3.3.2 Allowable Costs

All proposed costs must be in accordance with the Department of Financial Services Reference Guide for State Expenditures, which may be located at:

www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf

3.3.3 No Cost-of-Living Increases

The Department does not fund Cost-of-Living increases.

3.4 Composition of the Contract

The contract awarded as a result of this solicitation will be composed of:

3.4.1 Department’s Standard Contract

The Department’s Standard Contract Part 1 contains general contract terms and conditions required by the Department for all vendors. In addition, the Department’s Standard Contract Part 2 contains additional contract terms and conditions governing the performance of work, the clients to be served, required deliverables, performance standards, and compensation.

3.4.2 Form PUR 1000

Form PUR 1000 is incorporated by reference into the Department’s Standard Contract. In the event of any conflict between Form PUR 1000 and this solicitation, the terms of this solicitation shall take precedence over Form PUR 1000, unless the conflicting term is required by Florida law, in which case the term contained in Form PUR 1000 shall take precedence. Form PUR 1000 is available at:

https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms

3.4.3 Other Attachments or Exhibits

All other attachments and exhibits to the contract referenced in this solicitation shall also be part of the resulting contract, if any.

3.4.4 Vendor Proposal

The vendor’s proposal and any additional submittals, if incorporated into or attached to the contract.

3.5 Order of Precedence

In the event of conflict within any two or more documents within the contract documents listed in 3.4, the earlier listed document shall control (e.g. 3.4.2. will control over 3.4.3).

3.6 Supporting Documentation

This table lists the supporting documentation, and the associated link to download the supporting documentation.

Subject	Description	Link
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Subject	Description	Link
General Contract Conditions	PUR 1000	https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms
General Instructions to Respondents	PUR 1001	https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms
Department of Financial Services Reference Guide for State Expenditures	Allowable Costs	www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf

SECTION 4. INSTRUCTIONS FOR RESPONDING TO THE RFP

4.1 How to Submit a Proposal

Vendors shall submit one complete electronic version of their proposal containing the signature of an official authorized to bind the vendor to the proposal. The complete proposal must be readable using Adobe portable document format (“pdf”). Electronic files must be emailed to the contact person in **Section 1.3**, using software which is free of malware. Any infection resulting to the Department’s systems shall be addressed to the Department’s satisfaction at the vendor’s expense.

Proposals must be formatted single-spaced, for 8 1/2” x 11” paper, presented in a single electronic file, one-inch margins, tabbed and labeled in accordance with **Sections 4.2 and 4.3**. Pages must be numbered in a logical, consistent fashion. Figures, charts, and tables should be numbered and referenced by number in the text. The Department’s maximum capacity for email attachments is 100MB. In the event an application exceeds the Department’s maximum capacity, the vendor must contact the contact person in **Section 1.3** prior to the deadline for submission stated in **Section 2.4** for further submittal instructions.

4.2 Contents of the Proposal

4.2.1 Title Page

The first page of the proposal shall be a Title Page that contains the following information:

4.2.1.1 Title of proposal,

4.2.1.2 Solicitation number,

4.2.1.3 Vendor’s name and federal tax identification number; and

4.2.1.4 Name, title, telephone number and address of person who can respond to inquiries regarding the proposal.

4.2.2 TAB 1: TABLE OF CONTENTS

4.2.3 TAB 2: SPECIFICATIONS

Specifications for this solicitation:

4.2.3.1 Signature Authority

Include a signed certificate (**APPENDIX I**), completing either Section A (or providing a corporate resolution or other duly executed certification issued in the vendor’s normal course of business) or Section B, demonstrating the person signing the proposal, and its statements and certifications, is authorized to make such representations and to bind the vendor.

4.2.3.2 Vendor Certifications

Include the Vendor Certifications Form (**APPENDIX II**) signed by the person named in the Certificate of Signature Authority as the Authorized Representative of the vendor and with “true” checked next to each of the Certifications (a) through (f).

4.2.4 TAB 3: EXECUTIVE OVERVIEW

Provide a brief executive overview demonstrating an understanding of the solicitation purpose and the needs specified in this solicitation. The Executive Overview includes a brief description of the vendor’s organization, leadership credentials.

4.2.5 TAB 4: PROVIDER QUALIFICATIONS

4.2.5.1 Describe vendor’s approach and philosophy, including mission statement, core values, and vision.

4.2.5.2 Describe vendor’s organization and governance structure, depicting clear lines of authority including corporate affiliations; describe how the structure represents a lean, efficient, and effective administrative model; describe experience and achievements in developing a governance model that is designed to avoid conflicts of interest.

4.2.5.3 For the corporate information requested below the vendor and the subcontractor(s) must provide:

4.2.5.3.1 Full legal name and its associated Federal Employer Identification Number (FEIN), or Social Security Number if a FEIN is not required

4.2.5.3.2 Proof of registration with MyFloridaMarketPlace. Registration information can be found at the following link:

https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mp_vendors

4.2.5.3.3 Country and state of incorporation

4.2.5.3.4 Principal place of business

4.2.5.3.5 Description of the vendor’s organization, including number of years in business, subsidiaries, parent corporations, officers; include organization charts and details concerning the number of facilities by geographic location.

4.2.5.3.6 Names and addresses of all affiliated or related companies, partnerships or associations (including subcontractor, if any) and a brief description of its relationship to the vendor.

4.2.6 TAB 5: CORE TEAM QUALIFICATIONS

4.2.6.1 The vendor shall describe the qualifications and credentials of their leadership team with an explanation of why the leadership team is qualified to lead their organization in meeting the needs of this RFP. In addition, the vendor must include résumés for key leadership personnel describing their work experience, education, and training as it relates to the requirements of this RFP and the Department’s **STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX VIII and APPENDIX IX)**.

4.2.6.2 The proposal shall include the vendor’s operational approach to the recruitment, training, supervision, and retention of qualified personnel as described in the Department’s **STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX VIII and APPENDIX IX)**. The proposal should address all applicable personnel grievance and conflict resolution practices. The vendor should explain how it’s organization, subcontractors, and staffing levels will best meet the performance standards required to perform properly. It is also important to describe the credentials for human resources, quality assurance, financial, information technology, and other key professional level employees.

4.2.7 TAB 6: PROGRAMMATIC RESPONSE

The proposal shall include the vendor's approach to Scope of Work services, management of Performance Specifications, and means of completing Deliverables as defined in the Department's **STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX VIII and APPENDIX IX)**. At a minimum provide the requested information below which will demonstrate the vendor's and subcontractor(s)' ability to successfully complete the work described in this solicitation and its appendices, attachments, exhibits, and referenced supporting documentation. The vendor's and any proposed subcontractor(s)' information shall be shown separately.

- 4.2.7.1** Describe the process for development, registration, and implementation of a webinar for Targeted Service Providers to educate them on the FFT training.
- 4.2.7.2** Describe how outreach to Targeted Service Providers will be accomplished.
- 4.2.7.3** Describe the application and approval process for Targeted Service Providers to ensure they have the ability and qualifications to implement the FFT model within their organizations.
- 4.2.7.4** Describe the staffing/team composition needed by a Targeted Service Provider to implement the FFT model.
- 4.2.7.5** Describe the training process, structure, and content that will be provided for Targeted Service Providers, including the training delivery method.
- 4.2.7.6** Submit a Training Implementation Plan that describes how the training will be provided within the timeframe of the contract, including details of the number of hours for completion of training per Targeted Service Provider. If the vendor's Training Implementation Plan includes training phases, specify for each phase the training topic and content, a timetable for the completion of each phase.
- 4.2.7.7** Describe the type of tracking system that will be utilized to capture training participation for each Targeted Service Provider during the training process.
- 4.2.7.8** Demonstrate the vendor's prior experience with training comparable to what is being requested in the RFP.
- 4.2.7.9** Propose performance measures that could be used to evaluate the performance of the vendor for possible use in the resulting contract.

4.3 Content of the Financial Proposal

4.3.1 Financial Proposal Title Page

The first page of the proposal shall be a Title Page that contains the following information:

- 4.3.1.1** Title of proposal,
- 4.3.1.2** RFP number,
- 4.3.1.3** Vendor's name and federal tax identification number,
- 4.3.1.4** Name, title, telephone number and address of person who can respond to inquiries regarding the proposal; and
- 4.3.1.5** Name of program coordinator (if known).

4.3.2 TAB 1: FINANCIAL INFORMATION

- 4.3.2.1** Proposed Service Efficiencies and Re-investment

The vendor shall provide information on how it plans to develop efficiencies in the services being provided. From this plan, the vendor shall show how the cost reduction or added services that are realized from these efficiencies will be re-invested into the required services. The vendor should provide information on any volume discounts from its usual and customary fees. The volume discount may be in the form of a tiered discount or an overall discount on the services to be provided. If a volume discount is provided, the vendor must document its usual and customary fees using a rate chart or equivalent mechanism available validate the discount.

4.3.2.2 Local Match

There are no Local Match requirements for this solicitation.

4.3.2.3 Project Line Item Budget and Line Item Budget Narrative

The vendor must provide a line item budget and line item budget narrative in accordance with Project Line Item Budget and Budget Summary Detail Instructions (**APPENDIX V**) to demonstrate all proposed project costs for the entire proposed contract period. The Project Line Item Budget should be completed using **APPENDIX VI**.

The line item budget narrative must include, but not limited to, quantity of items to be funded, price per item and description of use. If any of the below line items are included in the budget, the following applies:

4.3.2.3.1 Salaries provided must be comparable with similar positions in the surrounding labor market and a job description must be provided for each position listed. Include the number of FTEs to be funded in whole or in part by this project.

4.3.2.3.2 Fringe benefits must display the calculation of costs, specifically the percentages or rates for each benefit being charged to this project.

4.3.2.3.3 Staff Travel is reimbursed as specified by Department travel policies and procedures in CFOP 40-1 and section 112.061, F.S.

4.3.2.3.4 The budget totals should be based on available funding projections, if any, and if different, the Vendor should explain the differences.

4.3.2.4 Deliverable Cost Proposal

The vendor must provide a Deliverable Cost Proposal utilizing **APPENDIX VII** to propose payment compensation for the training services requested and specified in the **STANDARD CONTRACT PART 2 (APPENDIX IX)**. The provider shall propose the number of Targeted Service Providers and the number of staff per Targeted Service Provider that would receive training based on the line item budget within the available funding. The vendor should use the proposed targets to develop a deliverable(s) description and unit rate per Targeted Service Provider in APPENDIX VII. The number of units multiplied by the proposed rate cannot exceed the available funds for this RFP.

4.4 Public Records and Trade Secrets

4.4.1 How to Claim Trade Secret Protection

If the vendor considers any portion of the documents, data or records submitted in its proposal to be trade secret and exempt from public inspection or disclosure pursuant to Florida's Public Records Law, the vendor must submit all such information in a separate electronic submission, in a manner compliant with Section 4.1.4, , with the words "Trade Secret" included in the file name. Appropriate cross-references should be included in nonexempt materials. The first page of the electronic file must explain why the information in the document is a trade secret. This submission must be made no later than the proposal submittal deadline. Where such information is part of material already required to be submitted as a portion of the proposal, it shall be further segregated and separately labeled as set forth above in addition to any other labeling required of the material. If the vendor considers any portion of a

submission made after its response to be trade secret the vendor must clearly label the electronic media to include "Trade Secret" in the relevant file names.

4.4.2 Vendor’s Duty to Respond to Public Records Requests

In response to any notice by the Department that a public records request received by the Department encompasses any portion of the separately bound part of the vendor’s proposal or other submissions labeled as “trade secret,” the vendor shall expeditiously provide the Department, or the public pursuant to subsection 119.0701(2), Florida Statutes, with a redacted version of the document(s) and identify in writing the specific statutes and facts that authorize exemption of the information from the Public Records Law. If different exemptions are claimed to be applicable to different portions of the redacted information, the vendor shall provide information correlating the nature of the claims to the redacted information. The redacted copy must only exclude or obliterate only those exact portions that are claimed confidential or trade secret. If the vendor fails to promptly submit a redacted copy and justification in response to the notice of a public records request, the Department is authorized to produce the records sought without any redaction.

4.4.3 Department not Obligated to Defend Vendor Claims

The Department is not obligated to agree with or defend any vendor claim of exemption from inspection and copying under Florida’s Public Records Law. The vendor is responsible for defending such claims. Further, the vendor shall protect, defend, and indemnify, including attorney’s fees and costs, the Department for actions (including litigation initiated by the Department) arising from or relating to such claims.

SECTION 5. THE SELECTION METHODOLOGY

The Department intends to award the contract to the responsible and responsive vendor(s) whose proposal is determined, in writing, to be the most advantageous to the state. The Department will award the contract based on a consideration of the relative importance of price and other evaluation criteria set forth in the solicitation. The Department may also make a determination as to whether to deem one or more vendors ineligible for award due to non-responsibility or non-responsiveness. The Department will electronically post the intent to award in accordance with section 120.57(3)(a), Florida Statutes, and Rule 60A-1.021, Florida Administrative Code.

5.1 Selection Criteria

The Department may consider any information that reflects upon a vendor’s capability to fully perform the contract requirements and demonstrates the level of integrity and reliability required to assure performance of the contract.

5.2 Evaluation Phase Methodology

All proposals determined to be responsive will be evaluated using the process outlined below.

5.2.1 Scoring

The Department’s Evaluators will independently evaluate each Programmatic Proposal in accordance with the following criteria:

Criteria	Maximum Points
Programmatic Criteria I - Business/Corporate Experience and Qualifications	16
Programmatic Criteria II - Service Delivery Approach	64
TOTAL POINTS POSSIBLE (Final Score)	80

Financial Evaluators: The Department’s Financial Evaluators will independently evaluate each Financial Proposal in accordance with the following criteria:

Criteria	Maximum Points
The Vendor’s service efficiencies, reinvestment, and volume discounts	4
The Vendor’s proposed line item budget	4
The Vendor’s proposed budget summary	4

Criteria	Maximum Points
The Vendor's proposed deliverables cost proposal	4
TOTAL POINTS POSSIBLE (Final Score)	16

The maximum Points awarded for this solicitation are: 96

Appendix's X and XI, Evaluation Manuals, include the questions that have been developed for each Category. A technical score should be assigned by the Department's Evaluators for each question as follows:

Description	Category	Points
...extensive competency, proven capabilities, an outstanding approach to the subject area, innovative, practical and effective solutions, a clear and complete understanding of inter-relationships, full responsiveness, a clear and comprehensive understanding of the requirements and planning for the unforeseen.	Superior	4
...clear competency, consistent capability, a reasoned approach to the subject area, feasible solutions, a generally clear and complete description of inter-relationships, extensive but incomplete responsiveness and a sound understanding of the requirements.	Good	3
...fundamental competency, adequate capability, a basic approach to the subject area, apparently feasible but somewhat unclear solutions, a weak description of inter-relationships in some areas, partial responsiveness, a fair understanding of the requirements and a lack of staff experience and skills in some areas.	Adequate	2
...little competency, minimal capability, an inadequate approach to the subject area, infeasible and/or ineffective solutions, somewhat unclear, incomplete and /or non-responsive, a lack of understanding of the requirements and a lack of demonstrated experience and skills.	Poor	1
...a significant or complete lack of understanding, an incomprehensible approach, a significant or complete lack of skill and experience and extensive non-responsiveness.	Insufficient	0

5.2.2 Total Score of Proposals

The Procurement Officer will average the total programmatic point scores and the total financial point scores. The Procurement Officer will then add the programmatic proposal points score to the financial proposal point scores to obtain a total score. The Procurement Officer will use the total points to rank vendors.

For example:

Firm	Raw Points Received	Rank
Company A	900	2
Company B	1000	1
Company C	800	3*
Company D	750	5
Company E	800	3*

**In the event that multiple firms have the same raw point score, the rank positions needed to cover those firms are the same. Each firm receives a rank of 3.*

This ranking will serve as the recommended ranking of the Department's Evaluators.

5.2.3 Conduct Evaluator Public Meeting

A public meeting will be held to announce and validate all evaluation scores.

5.2.4 Report of the Procurement Officer

The Procurement Officer will report those proposals deemed responsive and vendors deemed responsible. The report will include the vendor rankings.

5.2.5 Selection of Vendor(s), Decision to Reject All, or Cancel

The Department will make a determination to award to the vendor(s), reject all proposals, or cancel this procurement. The Department will notice, in writing, it's decision on VBS: http://vbs.dms.state.fl.us/vbs/main_menu.

APPENDIX I: CERTIFICATE OF SIGNATURE AUTHORITY

Check below and complete Section A or Section B	
<input type="checkbox"/>	Vendor is not a sole proprietorship (Complete Section A)
<input type="checkbox"/>	Vendor is a sole proprietorship (Complete Section B)
Section A	
<p>I, _____ (name), hold the office or position of _____ (title) with _____ (legal name of vendor) and have authority to make official representations by said vendor regarding its official records and hereby state that my examination of the vendor's records show that _____ (name) currently holds the office or position of _____ (title) with the vendor and currently has authority to make binding representations to the Department and sign all documents submitted on behalf of the above-named vendor in response to RFP # _____, and, in so doing, to bind the named vendor to the statements made therein.</p>	
Dated:	
Signature:	
Printed Name:	
Title:	
NOTE: In lieu of the above, the vendor may submit a corporate resolution or other duly executed certification issued in the vendor's normal course of business to prove signature authority of the named Authorized Representative.	
Section B	
<p>I, _____ (name) am a sole proprietor, personally doing business in the name of _____ (name of vendor), and will be personally bound by the proposal submitted in response to RFP # _____.</p>	
Dated:	
Signature:	
Printed Name:	

APPENDIX II: VENDOR'S CERTIFICATIONS

CERTIFICATIONS		
MASTER CERTIFICATION		
<p>As the person named in the Certificate of Signature Authority as the Authorized Representative of the vendor, _____ (legal name of vendor), I confirm that I have fully informed myself of all terms and conditions of RFP # _____ (the RFP), the facts regarding the proposal submitted by the vendor in response to the RFP and the truth of each statement contained in Certifications (a) through (f) and certify, by checking the applicable "true" or "false" box below and affixing my signature hereto, that each statement in each checked certification is "true" or "false" as indicated.</p>		
Check the applicable box next to the title to each certification:		
True	False	
		a. Certification of Binding Proposal and Acceptance of Terms of RFP and Contract Document
		b. Statement of No Prohibited Involvement
		c. Statement Non-Collusion
		d. Certification Regarding Subcontractors
		e. Certification Regarding Prior Contractual Obligations
		f. Certification of Representations Per sections 287.133, and 287.134, F.S.
<p>The content of each certification named above, set forth below, is incorporated into this Master Certification as if fully recited herein and, for each certification marked "true" above, the below signature is deemed to be affixed to each such certification. I agree that any certification not marked above will be deemed "false."</p>		
Signature of Authorized Representative:		Date:
a. Certification of Binding Proposal and Acceptance of Terms of RFP and Contract Document		
<p>By checking the "True" box in the Master Certification and signing the same, I hereby certify that the vendor's proposal submitted in response to the Department of Children and Families Request for Proposals (the RFP) is binding on the vendor in accordance with the terms of the RFP. If awarded any contract as a result of the RFP, the vendor will comply with the specifications, terms, and conditions stated in the RFP and the contract document.</p>		
b. Statement of No Prohibited Involvement		
<p>By checking the "True" box in the Master Certification and signing the same, I hereby certify that no member of this firm or any person having interest in this firm has: Been awarded a contract as described in subsections 287.057(17)(c), Florida Statutes, to perform a feasibility study of the potential implementation of a subsequent contract to support this project, participated in drafting of a solicitation for this specific project, or developed a program for future implementation of this project.</p>		
c. Statement of Non-Collusion		
<p>By checking the "True" box in the Master Certification and signing the same, I hereby certify that all persons, companies, or parties interested in the RFP as principals are named therein, that the vendor's proposal is made without collusion with any other vendor.</p>		
d. Certification Regarding Subcontractors		
<p>By checking the "True" box in the Master Certification and signing the same, I hereby certify the vendor's agreement that by submitting a proposal to this RFP, the vendor waives any exclusivity provision in its subcontractor agreements.</p>		
e. Certification Regarding Prior Contractual Obligations		
<p>By checking the "True" box in the Master Certification and signing the same, I hereby certify the vendor <u>has not</u>:</p> <ol style="list-style-type: none"> (1) Failed to correct any unsatisfactory performance in a previous contract to the satisfaction of any Agency or eligible user; (2) Had a contract terminated by any Agency or eligible user for cause; or (3) Failed to sign a contract awarded by any Agency. 		

f. Certification of Representations Per Sections 287.042, 287.133 and 287.134, Florida Statutes

By checking the "True" box in the Master Certification and signing the same, I hereby certify the vendor is not listed on the Suspended Vendors List maintained pursuant to Rule 60A-1.006, F.A.C., Convicted Vendors List created and maintained pursuant to section 287.133, F.S., or on the Discriminatory Vendors List created and maintained pursuant to section 287.134, F.S, and for Federal funds, not be listed on the governmentwide exclusions in the System for Award Management (SAM).

TIE BREAKING CERTIFICATIONS

Statutory Preferences When Awarding Contracts

Various provisions of Chapters 287 and 295, F.S., provide qualifying vendors the advantage of "tie breakers" whenever two or more bids, proposals, or replies received by an agency are equal with respect to price, quality, and service. In order to take advantage of the below "tie breakers," a vendor who meets the statutory qualifications for one or more of these "tie breakers" must certify that it qualifies for the cited preference. Completion of the certification is optional for qualifying vendors; however, a vendor waives all rights to consideration of a "tie breaker" if it fails to submit the certification on or before the deadline to submit its bid, proposal or reply.

MASTER CERTIFICATION – TIE-BREAKING CERTIFICATIONS

As the Authorized Representative of the vendor, _____ (legal name of vendor), I confirm that I have fully informed myself of all terms and conditions of RFP # _____ (the RFP), the facts regarding the proposal submitted by the vendor in response to the RFP and the truth of each statement contained in Certifications (g) through (k) and certify, by checking one or more of the boxes below and affixing my signature hereto, that each statement in each checked certification is true.

Check the box next to the title to each certification that is true:

- g. Certification of a Certified Minority Business Enterprise**
- h. Certification of a Certified Veteran Business Enterprise**
- i. Certification of a Florida Business**
- j. Certification of a Foreign Manufacturer with a Factory in Florida**
- k. Certification of a Drug Free Workplace**

The content of each certification named above, set forth below, is incorporated into this Master Certification as if fully recited herein and, for each certification marked "true," above, the below signature is deemed to be affixed to each such certification. I agree that any certification not marked above will be deemed "false."

Signature of Authorized Representative:	Date:
---	-------

g. Certification of a Certified Minority Business Enterprise

By checking the "True" box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization is a Certified Minority Business Enterprise in accordance with section 287.0943, Florida Statutes.

h. Certification of a Florida Certified Veteran Business Enterprise

By checking the "True" box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization is a Certified Veteran Business Enterprise in accordance with section 295.187, Florida Statutes.

i. Certification of a Florida Business

By checking the "True" box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization's principal place of business is located within Florida in accordance with section 287.084, Florida Statutes.

j. Certification of a Foreign Manufacturer with a Factory in Florida

By checking the "True" box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my manufacturing organization has a factory in Florida that employs over 200 employees working in Florida in accordance with section 287.092, Florida Statutes.

k. Certification of a Drug Free Workplace

By checking the "True" box in the Master Certification and signing the same, I hereby certify the vendor currently maintains a drug-free workplace environment in accordance with section 287.087, Florida Statutes, and will continue to promote this policy through implementation of that section.

APPENDIX III: QUESTION SUBMITTAL FORM

Each vendor may complete the form provided based on its questions relating to this RFP. The completed form shall be submitted in accordance with the instructions provided in **Section 2.6** of the RFP. This form may be expanded as needed to facilitate response to this requirement.

Vendor Name: _____

Question Number	RFP Section Number	Question
1		
2		
3		
4		
5		

APPENDIX IV: SUBCONTRACTOR LIST

List the subcontractors who will perform work under the contract(s) resulting from this solicitation.

CHECK HERE IF NO SUBCONTRACTORS WILL BE UTILIZED:

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone #	
FEIN #	

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone:	
FEIN #	

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone #	
FEIN #	

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone:	
FEIN #	

[Duplicate table as necessary for additional subcontractors.]

APPENDIX V: PROJECT LINE ITEM BUDGET AND BUDGET SUMMARY DETAIL INSTRUCTIONS

The project line item budget should display all costs to be paid by the Department for the delivery of services resulting from this RFP. Use the Project Line Item Budget Template, APPENDIX VI, and list the appropriate amounts for all line items that will be expended during the budget period. The format displays the suggested line items to be covered for this project, other line items may be added, if necessary. "Miscellaneous" and "Other" are not acceptable line items.

In addition to and in support of the project line item budget, a detailed line item budget description summary must be provided for each line item displaying the methodology used to calculate the total for the line item. Documentation must show the percentage of costs being charged to the Department, if the vendor has another source of income providing funding to this project. Items requiring estimated costs must be accompanied by sufficient documentation or explanation to support the estimate. An estimated number of units must be provided for each line item calculated using a unit rate x unit cost calculation. In addition:

- Salaries provided must be comparable with similar positions in the surrounding labor market and a job description must be provided for each position listed. Include the number of FTEs to be funded in whole or in part by this project.
- Fringe benefits must display the calculation of costs, specifically the percentages or rates for each benefit being charged to this project.
- Staff Travel is reimbursed as specified by Department travel policies and procedures in CFOP 40-1 and section 112.061, Florida Statutes.
- Office expenses should be based on prior history, a reasonable estimated monthly expense, or written vendor policy.
- Rental or use of space must show the address, the square footage, and the rate per square footage.
- Rental equipment necessary to carry out the delivery of services must include the unit cost (per month) and the number of months the item(s) will be used.
- Insurance costs must provide sufficient documentation to explain the percentage of cost being charged to this project and the calculation of the cost and the insurance coverage being provided.
- Advertising/outreach costs must show the estimated number of units (publications or media events) and the estimated cost for each publication or event.
- Membership fees and subscriptions necessary for the delivery of services must show the estimated costs and number of units projected.
- Client education and training tools must provide the types of services to be provided, the estimated number of clients to be served, and the estimated unit cost of each service.
- Information Resource Technology (IRT) includes computers, monitors and other technology items costing less than \$1,000 each and must include a brief description of the item(s) to be purchased, the unit cost for each item and justification for each item. For recurring costs, must show the estimated unit cost for each recurring cost associated with the delivery of services, including internet access, computer/network/printer maintenance, SAVE system access, etc.
- Subcontracted services such as janitorial services or security services must show the monthly rate and the number of months for which service is required.

- Subcontracted client services providing direct services to clients must include the vendor(s) to be subcontracted with, the services to be provided, the estimated number of clients to be served and the unit cost for service(s).
- Financial audits being covered in part or in whole with project funds must show the rate used to calculate this cost or the percentage of cost being allocated to this project.
- Operating capital outlay (OCO) to be purchased for use under this project must show the number of units to be purchased, the estimated cost for each unit and justification for the item(s) being purchased.
- Office equipment (non-OCO) to be purchased under this contract (costing less than \$1,000 each) for use under this project must show the number of units to be purchased, the estimated cost for each unit and justification for the item(s) being purchased. Purchases must be estimated in accordance with the State's guidelines found at <https://www.myfloridacfo.com/division/aa/Memos/default.htm>
- Indirect costs being charged to the project must show the percentage of funding required by the vendor to carry out the common or joint tasks covered by this line item. A summary of the expenditures covered by these funds is required.

APPENDIX VI: PROJECT LINE ITEM BUDGET TEMPLATE

		Vendor Name	
		FFY (Insert Year) - (Insert Dates)	
Budget Line Item		Line Item Totals	Category Total
Personnel Category			
A.	Personnel	\$ -	
B.	Fringe Benefits	\$ -	
C.	Other Personnel Services (OPS)	\$ -	
D.	Background Checks	\$ -	
		Total Personnel Category:	\$ -
Travel Category			
E.	Staff Travel & Training	\$ -	
F.	Client Transportation	\$ -	
		Total Travel Category:	\$ -
Expense Category			
G.	Office Expenses		
1.	Utilities	\$ -	
2.	Telephone	\$ -	
3.	Postage/Shipping	\$ -	
4.	Copies/Printing	\$ -	
5.	Office Supplies	\$ -	
6.	Janitorial Supplies	\$ -	
7.	Building Maintenance/Repair	\$ -	
8.	Equipment Repair	\$ -	
9.	Security Services	\$ -	
10.	Office Equipment/Furniture	\$ -	
		Total Office Expenses:	\$ -
H.	Rental or Use of Space	\$ -	
I.	Rental Equipment	\$ -	
J.	Insurance	\$ -	
K.	Advertising/Outreach	\$ -	
L.	Membership Fees & Subscriptions	\$ -	
M.	Client Educational and Training Tools	\$ -	
N.	Fixed Price Services	\$ -	
O.	Information Resource Technology	\$ -	
P.	Subcontracted Services	\$ -	
Q.	Subcontracted Client Services	\$ -	
R.	Financial Audit	\$ -	
		Total Expense Category:	\$ -
Direct Costs Category			
S.	Operating Capital Outlay (OCO->\$1,000.00)	\$ -	
T.	Indirect Costs _____% of Total Direct Costs	\$ -	
		Subtotal Direct Costs:	\$ -
		Total Project Budget	\$ -

Sample Format; Columns and rows can be added as needed.

APPENDIX VII: DELIVERABLE COST PROPOSAL

Based on the budget proposed and the statement of work the vendor should propose how training services will be compensated. The vendor must complete the table below and propose service units (deliverables) that are quantifiable, measurable, and include a rate for each unit of service. The service unit may include, but not limited to things such as a training day, a training hour, per person trained, per targeted service provider's, or milestones that will be included in the proposed Training Implementation Plan. The unit type may be things such as each, a day, an hour, a person. Multiple deliverables may be proposed.

Service Unit(s) (Deliverable)			
Service Unit Name	Service Unit Description	Unit Type	Unit Rate

Using the time frame for the resulting contract, funding amount and the number of individuals/Targeted Service Providers the vendor should propose targets that will be accomplished based on the deliverables. The target's must correlate to the deliverables proposed as part of the vendor's response. The proposed targets will be used to determine if they vendor's performance is acceptable to support any payment invoices.

Service Target(s)	
Service Type/Period	Target #

APPENDIX VIII: STANDARD CONTRACT PART I

See Attached.

APPENDIX IX: STANDARD CONTRACT PART 2

See Attached.

APPENDIX X: PROGRAMMATIC EVALUATION MANUAL

See Attached.

APPENDIX XI: FINANCIAL EVALUATION MANUAL

See Attached.

APPENDIX XI: FINANCIAL EVALUATION MANUAL

See Attached.