

December 15, 2014

To: Prospective Respondents

Subject: DJJ Solicitation Number RFP #10271

Request for Proposals (RFP): The State of Florida, Department of Juvenile Justice (the Department), using grant funds made available through the U.S. Department of Justice, Office of Juvenile Justice Delinquency Prevention (OJJDP), is soliciting proposals from law enforcement agencies to deliver services that address the issue of overrepresentation of minority youth in Florida's juvenile justice system. The Department seeks to focus on the issue of Racial and Ethnic Disparities (RED) and Disproportionate Minority Contact (DMC) in Florida's juvenile justice system. Disproportionate Minority Contact (DMC) exists when the proportion of juveniles detained or confined in secure detention facilities, secure correctional facilities, jails, and lockups, who are members of minority groups, exceeds the proportion that such groups represent in the general population. As a result, racial and ethnic disparities may occur throughout the juvenile justice system. Respondents to this solicitation are urged to address the issue of Racial and Ethnic Disparities (RED) and Disproportionate Minority Contact (DMC) in Florida's juvenile justice system by illustrating how they shall provide Disproportionate Minority Contact (DMC) Curriculum Training, Focus Groups, and Disproportionate Minority Contact (DMC) Analysis Reports to the Department.

The RFP package consists of this transmittal letter with the following attachments and exhibits (some of which are not included but are available electronically as noted):

PUR 1000[1]	General Contract Conditions - Incorporated by Reference <sup>1</sup>
PUR 1001[1]	General Instructions to Respondents - Incorporated by Reference <sup>1</sup>
Attachment A	General Instructions to Respondents - Special Conditions
Attachment B	General Instructions for the Preparation and Submission of Proposals
Attachment C	Certification of Experience ( <b>Mandatory</b> )
Attachment D	Evaluation Criteria
Attachment E	Client Reference Form ( <b>Mandatory</b> )
Attachment F	Florida Certified Minority Business Enterprise (CMBE) Subcontracting Utilization Plan <sup>2</sup>
Attachment G	Sample Contract <sup>2</sup>
Attachment H	Budget Sheets <sup>3</sup>
Attachment I	Tie Breaking Certifications <sup>3</sup>
Attachment J	Price Sheet ( <b>Mandatory</b> )
Attachment K	Drug-Free Workplace Certification <sup>2</sup>
Attachment L	Reserved
Attachment M	Notice of Intent to Attend Solicitation Conference Form <sup>3</sup>
Attachment N	Notice of Intent to Submit a Proposal/Bid <sup>3</sup>
Attachment O	Cross Reference Table
Attachment P	Evaluation Questions/Considerations
Attachment Q	State Advisory Group (SAG) Executive Summary <sup>3</sup>
Attachment I	Services to be Sought
Exhibit 1	Florida Minority Business Enterprise (MBE) Utilization Report <sup>2</sup>

<sup>1</sup>Available at:

[http://dms.myflorida.com/business\\_operations/state\\_purchasing/documents\\_forms\\_references\\_resources/purchasing\\_forms](http://dms.myflorida.com/business_operations/state_purchasing/documents_forms_references_resources/purchasing_forms)

<sup>2</sup>Available at: <http://www.djj.state.fl.us/providers/contracts/index.html>

<sup>3</sup> Document uploaded as a separate document for the RFP and posted on the Vendor Bid System.

Prospective Providers shall comply fully with the instructions on how to respond to the RFP. Prospective Providers shall label proposals as "DJJ SOLICITATION NUMBER 10271" using the label form included in this RFP on the envelope(s) containing the proposal. The purpose of labeling the envelope is to put

the Department's mailroom on notice that the package is a proposal in response to a DJJ solicitation and should not be opened except by the Department's Contract Administration Unit at the specified date and time.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this 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 manager of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the procurement documents. Violation of this provision may be grounds for rejecting a proposal. All communications from prospective Providers shall be in writing (by e-mail, facsimile or mail), and cite the subject solicitation number and be directed to the attention of the Procurement Manager below.

Any person with a qualified disability shall not be denied equal access and effective communication regarding any proposal/proposal documents or the attendance at any related meeting or proposal opening. If accommodations are needed because of a disability, please contact the Bureau of Procurement and Contract Administration at (850) 413-0708 at least five (5) business days prior to the meeting.

In addition to other criteria set forth in this solicitation document, any Respondent who has had a contract terminated by the Department for cause is subject to the follow provision:

- a) If terminated for cause in the last twelve month period preceding the issue date of this solicitation, the Respondent shall be ruled disqualified and therefore ineligible to submit a bid, proposal or response to the solicitation.
- b) If terminated for cause in the last twelve month period preceding the anticipated date of contract award resulting from this solicitation, the Respondent shall be ruled disqualified and therefore ineligible to receive a contract award.

The "One Florida Initiative" was developed in an effort to increase diversity and opportunities in state contracting without using discriminatory policies. If a Respondent(s) is awarded a contract resulting from this solicitation, answers to the following questions are due to the Department prior to contract execution:

- 1) Does your organization have a Small Business Administration 8(a) certification? Yes (Y) / No (N)  
If Y, then proceed no further with these questions.
- 2) Is your organization a non-profit? Y/N  
If Y, then proceed no further with these questions.
- 3) Does your organization have more than 200 permanent full-time employees (including the permanent full-time staff of any affiliates)? Y/N  
If Y, then proceed no further with these questions.
- 4) Does your organization have a net worth of \$5 million or more (including the value of any affiliates)? Y/N

Sincerely,

Maureen Livings, Procurement Manager  
Bureau of Procurement and Contract Administration  
Florida Department of Juvenile Justice  
The Knight Building, Suite 1100  
2737 Centerview Drive  
Tallahassee, Florida 32399-3100  
Telephone: (850) 717-2608  
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E-Mail Address: [Maureen.Livings@djj.state.fl.us](mailto:Maureen.Livings@djj.state.fl.us)

**ATTACHMENT A  
GENERAL INSTRUCTIONS TO RESPONDENTS – SPECIAL CONDITIONS**

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**1. DEFINITIONS**

The definitions found in Rule 60A-1.001, Florida Administrative Code shall apply to this agreement. The following additional terms are also defined:

- (a) "Department" means the Department of Juvenile Justice that has released the solicitation.
- (b) "Procurement Manager" means the Department's contracting personnel, as identified in the procurement.
- (c) "Prospective Provider" or "Provider" means the business organization or entity providing the services and commodities specified in the response to this Request for Proposals ("RFP").
- (d) "Respondent" means the entity that submits materials to the Department in accordance with these Instructions.
- (e) "Proposal" means the material submitted by the Respondent in answering the solicitation.

**2. GENERAL INSTRUCTIONS**

Potential Respondents to the solicitation are encouraged to carefully review all the materials contained herein and prepare proposals accordingly.

**3. SUBMISSION OF PROPOSALS**

Proposals are required to be submitted according to the instructions in Attachment B of the solicitation.

**4. TERMS AND CONDITIONS**

All proposals are subject to the terms of the following sections of this solicitation, which, in case of conflict, shall have the order of precedence listed:

- (a) Technical Specifications
- (b) Special Conditions
- (c) Instructions to Respondents (Attachment A)
- (d) Instructions to Respondents (PUR 1001[1])
- (e) General Conditions (PUR 1000[1])
- (f) Introductory Materials

The Department objects to and shall not consider any additional terms or conditions submitted by a Respondent, including any appearing in documents attached as part of a Respondent's proposal. In submitting its proposal, a Respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a proposal, shall be grounds for rejecting a proposal.

**5. QUESTIONS**

Respondents shall address all questions to the Procurement Manager. Questions must be submitted according to the instructions in Attachment B of the solicitation.

**6. CONFLICT OF INTEREST**

This solicitation is subject to chapter 112, Florida Statutes. Respondents shall disclose within their proposal the name of any manager, director, employee or other agent who is also an employee of the State. Respondents shall also disclose the name of any state employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent or its affiliates.

**7. CONVICTED VENDORS**

A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any of the following for a period of 36 months from the date of being placed on the convicted vendor list:

- (a) submitting a bid on a contract to provide any goods or services to a public entity;
- (b) submitting a bid on a contract with a public entity for the construction or repair of a public building or public work;
- (c) submitting bids on leases of real property to public entity;
- (d) being awarded or performing work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and
- (e) transacting business with any public entity in excess of the Category Two threshold amount (\$35,000) provided in section 287.017, Florida Statutes.

**8. DISCRIMINATORY VENDORS**

An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134, Florida Statutes, may not:

- (a) submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity;
- (b) submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work;
- (c) submit bids, proposals, or replies on leases or real property to a public entity;
- (d) be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; and
- (e) transact business with any public entity.

**9. SCRUTINIZED COMPANIES LIST**

In submitting a bid or proposal, the Provider certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or that it does not have business operations in Cuba or Syria, created pursuant to section 215.473, Florida Statutes. Pursuant to section 287.135(3)(b), Florida Statutes, the Provider agrees the Department may immediately terminate the resulting Contract for cause if the Provider is found to have submitted a false certification or if the Provider is placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List during the term of the Contract.

**10. RESPONDENT'S REPRESENTATION AND AUTHORIZATION**

In submitting a proposal, each Respondent understands, represents, and acknowledges the following (if the Respondent cannot so certify to any of following, the Respondent shall submit with its proposal a written explanation of why it cannot do so):

- (a) The Respondent is not currently under suspension or debarment by the State or any other governmental authority.
- (b) To the best of the knowledge of the person signing the proposal, the Respondent, its affiliates, subsidiaries, directors, managers, and employees have not in the last ten (10) years been convicted or found liable for any act prohibited by law in any public contract.
- (c) The Respondent currently has no delinquent obligations to the State, including a claim by the State for liquidated damages under this and/or any other contract.

- (d) The submission is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- (e) The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other Respondent or potential Respondent; neither the prices nor amounts, actual or approximated, have been disclosed to any Respondent or potential Respondent, and they will not be disclosed before the solicitation opening.
- (f) The Respondent has fully informed the Department in writing of all convictions of the firm, its affiliates (as defined in section 287.133(1) (a), Florida Statutes), and all directors, managers and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract. This includes disclosure of the names of current employees who were convicted of public entity crimes while in the employ of another company.
- (g) Neither the Respondent nor any person associated with it in the capacity of owner, partner, director, manager, principal, investigator, project director, manager, auditor, or position involving the administration of federal funds:
  - 1) Has within the preceding three years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged with: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal or state or local government transaction or public contract; violation of antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
  - 2) Has within a three-year period preceding this certification had one or more federal, state, or local government contracts terminated for cause or default.
- (h) The product offered by the Respondent will conform to the specifications without exception.
- (i) The Respondent has read and understands the Contract terms and conditions (Attachment G), and the submission is made in conformance with those terms and conditions.
- (j) If an award is made to the Respondent, the Respondent agrees to be legally bound to the Contract that is formed with the State.
- (k) The Respondent has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the proposal, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in the proposal.
- (l) The Respondent shall indemnify, defend and hold harmless the Department and its employees against any cost, damage, or expense, which may be incurred or be caused by any error in the Respondent's preparation of its bid.
- (m) All information provided by and representations made by the Respondents are material and important and will be relied upon by the Department in awarding the Contract. Any misstatement shall be treated as fraudulent concealment from the Department of the true facts relating to submission of the bid. A misrepresentation shall be punishable under law, including, but not limited to, Chapter 817, Florida Statutes.

#### 11. **PERFORMANCE QUALIFICATIONS**

The Department reserves the right to investigate or inspect at any time whether the services, qualifications, or facilities offered by a Respondent meet the anticipated Contract requirements. The Respondent shall at all times during the resulting Contract term remain responsive and responsible. The Respondent must be prepared, if requested by the Department, to present evidence of experience, ability, and financial standing, as well as a statement as to plant, machinery, and capacity of the Respondent for the delivery of services. If the Department determines that the conditions of the solicitation documents are not complied with, or that the services proposed to be furnished do not meet the specified requirements, or that the qualifications, financial standing, or facilities are not satisfactory, or that performance is untimely, the Department may reject the proposal. The Respondent may be disqualified from receiving awards if the Respondent, or anyone in the Respondent's employment, has previously failed to

perform satisfactorily in connection with public bidding or contracts. This paragraph shall not mean or imply that it is obligatory upon the Department to make an investigation either before or after award of the resulting Contract, but should the Department elect to do so, the Respondent is not relieved from fulfilling all resulting Contract requirements.

**12. PUBLIC OPENING**

Proposals shall be opened on or about the date and at the location indicated in Attachment B. Respondents may, but are not required to, attend. The Department may choose not to announce prices or release other materials pursuant to section 119.07(6), Florida Statutes. Any person requiring a special accommodation because of a disability should contact the Procurement Manager at least five (5) workdays prior to the solicitation opening. If you are hearing or speech impaired, please contact the Department by using the Florida Relay Service at (800) 955-8771 (TDD).

**13. METHODOLOGY FOR AGENCY DECISION**

As per 287.057(1)(b)4., F.S., "the Contract shall be awarded by written notice to the responsible and responsive vendor whose proposal is determined in writing to be the most advantageous to the state, taking into consideration the price and other criteria set forth in the request for proposals."

The Department will use the following information to determine Contract award:

- (a) Technical Response Cumulative Score
- (b) Reference checks are submitted, completed and correct per the instructions listed in the RFP – Yes/No (Attachment E)
- (c) Relevant Experience and/or In Good Standing with Current/Recent DJJ Contract attachment is completed and verified – Yes/No (Attachment C)
- (d) Proposed Cost/Price (Attachment J)

**14. ELECTRONIC POSTING OF NOTICE OF AGENCY DECISION**

On or about the date indicated in Attachment B, the Department shall electronically post a notice of intended award at [http://myflorida.com/apps/vbs/vbs\\_main\\_menu](http://myflorida.com/apps/vbs/vbs_main_menu). If the notice of award is delayed, in lieu of posting the notice of intended award the Department shall post a notice of the delay and a revised date for posting the notice of intended award. Any person who is adversely affected by the decision shall file with the Department a notice of protest within 72 hours after the electronic posting. The Department shall not provide tabulations or notices of award by telephone.

**15. FIRM RESPONSE**

The Department may make an award within 120 days after the date of the opening, during which period proposals shall remain firm and shall not be withdrawn. If an award is not made within 120 days, the proposal shall remain firm until either the Department awards the Contract or the Department receives written notice from the Respondent that the proposal is withdrawn.

**16. CLARIFICATIONS / REVISIONS**

Before award, the Department reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of submissions from all Respondents deemed eligible for Contract award. Failure to provide the requested information may result in rejection of the proposal.

**17. MINOR IRREGULARITIES / RIGHT TO REJECT**

The Department reserves the right to accept or reject any and all bids, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if the Department determines that doing so will serve the State's best interests. The Department may reject any proposal not submitted in the manner specified by the solicitation documents.

**18. CONTRACT FORMATION**

The Department shall issue a notice of award, if any, to the successful Respondent(s) by posting on the Vendor Bid System; however, no Contract shall be formed between the Respondent and the Department until the Department signs the Contract. The Department shall not be liable for any costs incurred by a Respondent in preparing or producing its proposal or for any work performed before the Contract is effective.

**19. CONTRACT OVERLAP**

Respondents shall identify any services covered by this solicitation that they are currently authorized to furnish under any state term contract. By entering into the Contract, a Provider authorizes the Department to eliminate duplication between agreements in the manner the Department deems to be in its best interest.

**20. PUBLIC RECORDS**

Article 1, Section 24, Florida Constitution, guarantees every person access to public records. Florida law generously defines what constitutes a public record in section 119.07, Florida Statutes. As such, all proposals to a competitive solicitation are public records unless exempt by law.

**21. CONFIDENTIAL, PROPRIETARY, OR TRADE SECRET MATERIAL**

The Department takes its public records responsibilities, as provided under chapter 119, Florida Statutes and Article I, Section 24 of the Florida Constitution, very seriously. If the Respondent considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, trade secret or otherwise not subject to disclosure pursuant to chapter 119, Florida Statutes, the Florida Constitution or other authority, the Respondent must also simultaneously provide the Department with a separate redacted copy of its proposal and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's solicitation name, number, and the name of the Respondent on the cover, and shall be clearly titled "Redacted Copy." The redacted copy shall be provided to the Department at the same time the Respondent submits its proposal to the solicitation and must only exclude or redact those exact portions which are claimed confidential, proprietary, or trade secret.

The Respondent shall be responsible for defending its determination that the redacted portions of its proposal are confidential, trade secret or otherwise not subject to disclosure. Further, the Respondent shall protect, defend, and indemnify the Department for any and all claims arising from or relating to Respondent's determination that the redacted portions of its proposal are confidential, proprietary, trade secret or otherwise not subject to disclosure.

If the Respondent fails to submit a Redacted Copy with its proposal, the Department is authorized to produce the entire documents, data or records submitted by the Respondent in answer to a public records request for these records.

**22. PROTESTS**

Any protest concerning this solicitation shall be made in accordance with sections 120.57(3) and 287.042(2), Florida Statutes and Rule 28-110, Florida Administrative Code. Questions to the Procurement Manager shall not constitute formal notice of a protest. It is the Department's intent to ensure that specifications are written to obtain the best value for the State and those specifications are written to ensure competitiveness, fairness, necessity and reasonableness in the solicitation process.

- (a) Section 120.57(3)(b), Florida Statutes, and Rule 28-110.003, Florida Administrative Code, require that a notice of protest of the solicitation documents shall be made within 72 hours after the posting of the solicitation.
- (b) Section 120.57(3)(a), Florida Statutes, requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, 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, Florida Statutes."
- (c) Rule 28-110.005, Florida Administrative Code requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in sections 120.57(3), Florida Statutes, 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, Florida Statutes."

**23. CAPTIONS AND NUMBERING**

The captions, section numbers, article numbers, title and headings appearing in this solicitation are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such articles or sections of this solicitation, nor in any way affect this solicitation and shall not be construed to create a conflict with the provisions of this solicitation.

**24. CONTACT DURING SOLICITATION**

Pursuant to section 287.057(23), Florida Statutes: "Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as

provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.”

**25. SPECIAL CONDITIONS**

Pursuant to Rule 60A-1.002(7), Florida Administrative Code, an agency may attach additional contractual and technical terms and conditions. These “special conditions” shall take precedence over Form PUR 1000 and PUR 1001 unless the conflicting term is statutorily required, in which case the term contained in the form shall take precedence.



**ATTACHMENT B**  
**GENERAL INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF PROPOSALS**

- I. SOLICITATION NUMBER** RFP #10271
- II. SOLICITATION TYPE** Request for Proposal: The State of Florida, Department of Juvenile Justice (the Department), using grant funds made available through the U.S. Department of Justice, Office of Juvenile Justice Delinquency Prevention (OJJDP), is soliciting proposals from law enforcement agencies, to deliver services that address the issue of overrepresentation of minority youth in Florida's juvenile justice system. The Department seeks to focus on the issue of Racial and Ethnic Disparities (RED) and Disproportionate Minority Contact (DMC) in Florida's juvenile justice system. Disproportionate Minority Contact (DMC) exists when the proportion of juveniles detained or confined in secure detention facilities, secure correctional facilities, jails, and lockups who are members of minority groups exceeds the proportion such groups represent in the general population. As a result, racial and ethnic disparities may occur throughout the juvenile justice system. Respondents to this solicitation are urged to address the issue of Racial and Ethnic Disparities (RED) and Disproportionate Minority Contact (DMC) in Florida's juvenile justice system by illustrating how they shall provide Disproportionate Minority Contact (DMC) Curriculum Training, Focus Groups, and Disproportionate Minority Contact (DMC) Analysis Reports to the Department.
- III. PROCUREMENT OFFICE** Maureen Livings, Procurement Manager  
 Bureau of Procurement and Contract Administration  
 Florida Department of Juvenile Justice  
 The Knight Building, Suite 1100  
 2737 Centerview Drive  
 Tallahassee, Florida 32399-3100  
 Telephone: (850) 717-2608  
 Fax: (850) 414-1625  
 E-Mail Address: [Maureen.Livings@djj.state.fl.us](mailto:Maureen.Livings@djj.state.fl.us)

**IV. GENERAL INFORMATION****A. Calendar of Events**

Listed below are the important actions and dates/times by which the actions must be taken or completed. All references to "days" in this document refer to calendar days unless otherwise specified. If the Department finds it necessary to change any of these dates and/or times, the change will be accomplished via an informational notice or addendum, and will be posted on the "MyFlorida" website [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu). All listed times are local time in Tallahassee, Florida (Eastern Daylight/Standard Time).

DATE	TIME	ACTION	WHERE
Friday, December 15, 2014	C.O.B.	Release of solicitation	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_menu</a>
Monday, December 22, 2014	C.O.B.	Deadline for Submission of Intent to Attend Solicitation Conference Form (Attachment M)	Send to <a href="mailto:Maureen.Livings@djj.state.fl.us">Maureen.Livings@djj.state.fl.us</a>

Monday, January 5, 2015	C.O.B	Solicitation Conference Question Deadline – Last date and time written questions will be accepted for discussion at Solicitation Conference	Send to <a href="mailto:Maureen.Livings@djj.state.fl.us">Maureen.Livings@djj.state.fl.us</a>
Monday, January 12, 2015	10:00 AM EDT	Solicitation Conference/Conference Call  (This is a Public Meeting to be held only upon public interest)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter code 2662476963# when directed. The Agenda can be found on MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_menu</a> under the solicitation #.
Wednesday, January 7, 2015	C.O.B.	Final date and time deadline written questions will be accepted  Deadline for Submission of Intent to Submit a Proposal / Bid (Attachment N)	Send to <a href="mailto:Maureen.Livings@djj.state.fl.us">Maureen.Livings@djj.state.fl.us</a>
Friday, January 16, 2015	C.O.B.	Anticipated date that answers to written questions will be posted on the web site	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_menu</a>
Thursday, January 22, 2015	1:00 PM EDT	Technical Assistance Conference Call  (To be held before proposals due)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter code 2662476963#  A recording of the Conference Call will be available at: <a href="http://www.djj.state.fl.us/partners/contracting/conference-calls">http://www.djj.state.fl.us/partners/contracting/conference-calls</a> within forty-eight (48) hours after the call has concluded.
Friday, January 30, 2015	2:00 PM EDT	Proposals due and opened	Attention: Maureen Livings Department of Juvenile Justice Bureau of Procurement and Contract Administration 2737 Centerview Drive, Suite 1100 Tallahassee, FL 32399-3100

Thursday, February 5, 2015	10:00 AM EDT	Evaluation Team Briefing Conference Call  (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter code 2662476963#  A recording of the Conference Call will be available at: <a href="http://www.djj.state.fl.us/partners/contracting/conference-calls">http://www.djj.state.fl.us/partners/contracting/conference-calls</a> within twenty-four (24) hours of the Briefing being concluded.
Monday, March 2, 2015	10:00 AM EDT	Evaluation Team Debriefing Conference Call  (This meeting is open for public attendance)	Bureau of Procurement and Contract Administration Knight Building, DJJ Headquarters 2737 Centerview Drive Lobby (for directions) Tallahassee, FL 32399-3100 or telephone 1-888-670-3525 and enter code 2662476963#  A recording of the Conference Call will be available at: <a href="http://www.djj.state.fl.us/partners/contracting/conference-calls">http://www.djj.state.fl.us/partners/contracting/conference-calls</a> within twenty-four (24) hours of the Debriefing being concluded.
Friday, March 6, 2015	C.O.B.	Anticipated date of posting of Notice of Agency Decision	MyFlorida.com web site <a href="http://www.myflorida.com/apps/vbs/vbs_main_menu">http://www.myflorida.com/apps/vbs/vbs_main_menu</a>
Wednesday, April 1, 2015		Anticipated Contract start date	

- B. Time, Date and Place Proposals are Due  
Proposals must be received **NO LATER** than the date and time specified in the Calendar of Events (Attachment B, Section IV.A.), and submitted to the Department of Juvenile Justice (Department or DJJ) at the address identified in Section III.  
**Caution:** A proposal received at the designated office after the exact time specified will not be considered, as specified by Attachment A.
- C. There is no site visit requirement for this solicitation.
- D. The Department reserves the right to modify non-material terms of the RFP prior to execution of the Contract resulting from this RFP, when such modification is determined to be in the best interest of the State of Florida.
- E. Solicitation Conference  
The Department may conduct a solicitation conference on the date and at the time specified in the Calendar of Events. The purpose of the conference is to discuss the contents of the solicitation and proposers' questions and clarify areas of misunderstanding or ambiguity.  
If no interest in the solicitation conference is indicated by prospective Providers, the Department has the option of cancelling the conference by placing a notice of cancellation of the conference on the MyFlorida.com website at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu) under the solicitation number. If the conference is cancelled, questions and answers will be posted in the form of an addendum on or before the date specified in the Calendar of Events. Prospective Providers interested in the Solicitation Conference shall take note of the following:
1. Notice of "Intent to Attend Solicitation Conference": Prospective Providers interested in participating in the solicitation conference are encouraged to submit a notice of "Intent to Attend Solicitation Conference" (Attachment M to this RFP) by the date and time specified in the Calendar of Events to the Procurement Manager by fax or e-mail. This is not a mandatory requirement.

2. Questions for Solicitation Conference: Questions for verbal discussion at the solicitation conference shall be submitted in writing and sent to the Procurement Manager at: [Maureen.Livings@djj.state.fl.us](mailto:Maureen.Livings@djj.state.fl.us), or by mail or facsimile, and shall be received by the date specified for Solicitation Conference Questions in the Calendar of Events (Attachment B, Section IV.A.). The intent of this deadline is to provide the Department sufficient time to prepare answers for discussion at the conference.
  3. Agenda: An Agenda with questions submitted to date by prospective Providers will be posted on the MyFlorida.com website at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu) under the solicitation number no less than twenty-four (24) hours (1 business day) prior to the meeting time.
  4. Conference Call: At the scheduled time of the conference call, prospective Providers shall contact the Bureau of Procurement and Contract Administration at the number listed in the Calendar of Events.
  5. Final Questions/Inquiries: Final questions after the solicitation conference, or any other inquiries regarding the solicitation, shall be submitted in writing and sent to the Procurement Manager at, or by mail or facsimile, and shall be received by the date specified for Final Deadline for Questions in the Calendar of Events (Attachment B, Section IV.A.). The Department will not accept questions on this solicitation after close of business on the date specified in the Calendar of Events. The prospective Provider is responsible for ensuring that the Procurement Manager receives the inquiry.
  6. Non-Binding Communication: The Department will accept verbal questions during the Solicitation Conference and will make a reasonable effort to provide answers at that time. Impromptu questions will be permitted and spontaneous answers provided; however, the Department will issue written answers ONLY to questions subsequently submitted in writing as indicated in Attachment B, VII. Any information communicated through oral communication shall not be binding on the Department and shall not be relied upon by any prospective Provider. Questions shall be submitted in writing in accordance with the deadline for questions in the Calendar of Events.
  7. Department's Official Answer to Questions: The Department's official response to all written questions will be posted at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu) as an addendum to this solicitation on or about the date specified in the Calendar of Events.
- F. Technical Assistance (TA) Conference Call  
The Department will conduct a Technical Assistance conference call at the date and time specified in the Calendar of Events. The purpose of the call is for the Department's Procurement Manager for this RFP to review all of the mandatory criteria and submission requirements with Respondent's before the proposals are due. This call will provide a "verbal checklist" for Respondent's. The Department will accept verbal questions during the TA Conference Call and will make a reasonable effort to provide answers at that time; however, questions will only be taken and answered related to the General Instructions for Preparation of the Proposal (see Attachment B, Section XVIII.) No questions will be answered related to the programmatic requirements of the RFP. Any information communicated through oral communication shall not be binding on the Department.
- G. Evaluator Briefing Session  
The Department will hold an Evaluator Briefing Session at the date and time specified in the Calendar of Events. The purpose of the Evaluator Briefing Session is to ensure that evaluators fully understand the solicitation requirements and the evaluation and scoring process. This meeting is open for public attendance. A recording of the call will be available on the Department's website (<http://www.djj.state.fl.us/Providers/contracts/conference-calls/index.html>) within forty-eight (48) hours of the date listed on the Calendar of Events.
- H. Evaluator Debriefing Session  
The Department will hold an Evaluator Debriefing Session at the date and time specified in the Calendar of Events. The purpose of the Debriefing Session is to allow evaluators

an opportunity to discuss the merits of the proposals, including strengths and weaknesses, and identify and review any information that may have been overlooked during independent review. No scores will be discussed or recorded during the debriefing. A recording of the call will be available on the Department's website (<http://www.djj.state.fl.us/Providers/contracts/conference-calls/index.html>) within 48 hours of the date listed on the Calendar of Events.

- I. On or about the date specified in the Calendar of Events (Attachment B, Section IV.A.), the Department's Notice of Agency Decision will be posted on the "MyFlorida" website [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu). Click on "Search Advertisements," and use the drop down list under Advertisement Type and select Agency Decision, then, under Agency, select the Department of Juvenile Justice. Click "Initiate Search," select the RFP and double click on the RFP number. Call the Department's Procurement Manager at the telephone number listed in Attachment B, Section III., with any questions regarding accessing the website.
- J. At every meeting subject to the Sunshine Law which relates to this procurement, the public shall be given reasonable opportunity to be heard.

## V. MANDATORY REQUIREMENTS

The following requirements must be met by the prospective Respondent to be considered responsive to this RFP. Although there are other criteria set forth in this RFP, these are the only requirements deemed by the Department to be mandatory. Failure to meet these requirements may result in a proposal not being evaluated and rejected as non-responsive.

- A. It is **MANDATORY** that the prospective Respondent submits its proposal within the time frame specified in the Calendar of Events (Attachment B, Section IV.A.)
- B. It is **MANDATORY** that the Respondent sign and submit under Volume 1, Tab 2, the **Attachment C (Certificate of Experience)** that includes a statement certifying that the prospective Respondent has experience relevant to the delivery of services that address the issue of overrepresentation of minority youth in Florida's juvenile justice system, as specified in Attachment I, Services to be Sought. If the Respondent is a current Provider in good standing providing the same or similar services to DJJ and has provided these services for at least the last six (6) consecutive months from the date of RFP issuance, the Respondent shall be responsible for identifying on Attachment C where these services are currently being provided. If the Respondent is not a current Provider of the same or similar services to DJJ but has provided these services to DJJ within the last two (2) years from the date of RFP issuance, the Respondent shall identify on Attachment C where these services to DJJ were previously provided. For the purposes of this RFP, a Respondent is considered in good standing if they are not under cure, or in danger of defaulting on the current Contract.
- C. Client Reference Form(s) & History of Performance – Volume 1, Tab 2
  1. It is **MANDATORY** that the Bidder submit three Attachment E's (Client Reference Form) which have been independently completed by clients for whom the Bidder has performed the same or similar services as specified in Attachment I, Services to be Sought. These are part of the technical response, and are required in order for the proposal to be considered complete.
    - a. The Attachment E must be completed and submitted by **at least three (3)** previous or current clients for whom the Provider has provided the development, implementation, and/or delivering of interventions to youth, particularly youth who are at-risk or delinquent youth, as specified in Attachment I, Services to be Sought. Clients are expected to be businesses or other organizations and cannot be Department of Juvenile Justice personnel, parents/guardians, students, or minors.
    - b. All Attachment E's must be certified by a notary public.
    - c. 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.
  2. The Proposer must submit its history of performance of similar services in other jurisdictions outside of Florida.

3. For the purposes of this RFP, a Provider is considered in good standing if they are not under cure, or in danger of defaulting on the current Contract.
  4. No electronic submissions or faxes will be accepted for Attachment E (Client Reference Form). Only original, notarized hardcopies submitted within the technical proposal are acceptable.
- D. It is **MANDATORY** that the prospective 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 outlined in Attachment I and described in this RFP and the prospective Respondent's proposal. This price shall be expressed as two (2) decimal number prices.

## VI. SOLICITATION INFORMATION

- A. The term "Respondent" refers to:
1. "Respondent" is defined to also include: any and all subsidiaries of the prospective Respondent where the prospective Respondent owns 80% or more of the common stock of the subsidiary; the parent corporation of the prospective Respondent where the parent owns 80% or more of the common stock of the prospective Respondent; and any and all subsidiaries of the parent corporation of the prospective Respondent where the parent owns 80% of the common stock of the prospective Provider and the parent's subsidiaries.
  2. For all other purposes, the definition shall be as specified in Attachment A, 1.
- B. For the purposes of the Dun & Bradstreet SQR (if applicable): the proposing entity ("Provider") named in the Transmittal Letter and the DUNS number listed there must match the company name and DUNS number listed on the D & B SQR.
- C. **NO ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.** Respondents shall submit the following:
1. An original (which shall be identified as "Original" on the cover, and shall bear an original signature(s) on the Respondent's Transmittal Letter) and eight (8) copies of the Respondent's Volume 1 response; AND
  2. An original (which shall also be identified as "Original" on the cover and shall bear an original signature(s) on Attachment J – Price Sheet) and eight (8) copies of the Respondent's Volume 2 response; AND
  3. A CD-ROM that contains the complete response (Volumes 1 and 2) saved in Microsoft Word, Excel, and/or PowerPoint. It is the intention of the Department to use the CD-ROM for purposes of electronic storage of the submission, and therefore it must contain the complete response, with the exception of original signatures.
  4. Use of legible reproductions of signed originals is authorized for all copies of the response unless specifically noted.
  5. See instructions for response preparation in Attachment B, Section XIX and submittal information in Attachment B, Section III.
  6. Evaluation and review of the response will be based solely on information and documents submitted in the copies of Volumes 1 and 2, unless otherwise indicated in the RFP.
  7. All dates in this procurement, and other RFP requirements, are subject to change. Modifications of the schedule or changes to the RFP shall be provided through addendum or informational notice, and posted on the website identified above. Prospective Respondent are responsible for checking the website for any changes.

## VII. PROSPECTIVE RESPONDENT QUESTIONS

**INFORMATION WILL NOT BE AVAILABLE ORALLY.** All inquiries shall be in writing and be sent to the Procurement Manager at [Maureen.Livings@djj.state.fl.us](mailto:Maureen.Livings@djj.state.fl.us), or by mail or by facsimile (850-414-1625) and shall be received by the date specified in the Calendar of Events (Section IV.A.). The prospective Respondent is responsible for ensuring that the Procurement Manager received the inquiry. The Department will not take any further questions on this RFP after close



of business that day. The Department's responses to questions will be posted at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu) as an addendum to this RFP on or about the date specified in the Calendar of Events (Section IV.A.). Any information communicated through oral communication shall not be binding on the Department and shall not be relied upon by any prospective Respondent. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of this 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 Manager of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the procurement documents. Violation of this provision may be grounds for rejecting a proposal.

#### **VIII. NUMBER OF AWARDS**

The Department anticipates multiple awards as a result of this solicitation.

#### **IX. FAILURE TO EXECUTE CONTRACT**

In the event no protest is filed within the prescribed timeframe, the Department will commence preparation of the Contracts with the intended Respondents. If, for any reason, the intended Provider fails to execute a contract within fifteen (15) consecutive calendar days after a Contract has been presented to it for signature, or if the Department determines that the Respondent is ineligible to participate due to its being convicted of a Public Entity Crime, debarred, suspended or otherwise prohibited from receiving federal or state funds, the Department may (1) attempt to contract with the next ranked prospective Respondent without posting of an additional Notice of Agency Decision or Addendum; (2) reject all proposals and re-advertise the RFP; or (3) reject all proposals. If the Department and the next ranked prospective Respondent fail to execute a contract, the Department may (1) attempt to contract with the next ranked prospective Respondent sequentially until a prospective Respondent willing to execute a Contract is found without posting of an additional Notice of Agency Decision or Addendum; (2) reject all proposals and re-advertise the RFP; or (3) reject all proposals.

#### **X. VENDOR REGISTRATION**

Prior to entering into a Contract with the Department, the selected Respondent(s) must be registered with the Florida Department of Management Services (DMS) Vendor Registration System. To access online registration, log on to [www.myflorida.com](http://www.myflorida.com), and click on the 'MyFloridaMarketPlace' link under 'Hot Topics.' Once on the 'MyFloridaMarketPlace' website, click on the 'Vendors' link to begin registration. In order to register, you will need the following information:

- A. Company name
- B. Tax ID type and number – Social Security Number (SSN) or Federal Employer Identification Number (FEIN)
- C. Tax filing information, including the business name on the 1099 or other tax form (where applicable)
- D. Location information:
  1. A business name for each company location (if different from the company name)
  2. A complete address for each location (including details for sending purchase orders, payments, and bills to each location)
  3. A contact person for each of the locations
- E. Commodity codes that describe the products and/or services the company provides
- F. CMBE (Certified Minority Business Enterprises) information, if applicable
- G. State-issued sequence number - available from DMS by faxing a request on company letterhead to 850-414-8331.

#### **XI. CONTRACT PERIOD AND RENEWAL**

The resulting Contracts are expected to begin on **April 1, 2015**, and shall end at **11:59 p.m. on March 31, 2016**. The Department may renew the Contracts upon the same terms and conditions, the duration(s) of which may not exceed the term of the original Contracts, or three (3) years, whichever is longer. Exercise of the renewal option is at the Department's sole discretion and shall

be contingent, at a minimum, upon satisfactory performance, subject to the availability of funds and other factors deemed relevant by the Department. Any costs incurred by the Respondent for the renewal of the a resulting Contract shall not be charged to the Department.

**XII. TYPE OF CONTRACT CONTEMPLATED**

Multiple fixed price contracts are anticipated from this solicitation. A copy of a sample contract containing all required terms and conditions is included as Attachment G.

**XIII. DESIGNATION OF CONTRACT UNDER THE FLORIDA SINGLE AUDIT ACT**

- A. All contracts with the Department are classified as either Recipient/Sub-Recipient, FSAA Exempt, or Vendor contracts. It is the Department’s determination that this Contract is a **Recipient Contract**, pursuant to Section 215.97, Florida Statutes.
- B. Statutory and rule requirements for the Provider for both types of contract are specified in Attachment G, Section VI. FINANCIAL AND TRANSACTIONS AUDIT REQUIREMENTS.

**XIV. TOTAL MAXIMUM CONTRACT DOLLAR AMOUNT**

<b>Total Maximum Contract(s) Dollar Amount</b>	<b>\$25,000.00 per Contract</b>
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The Total Maximum Proposed amount will be multiplied by the number of years in the initial term of the contract (as applicable). Terms of less than one (1) year shall be pro-rated.

**XV. OPTIONS**

The Department reserves the right to exercise the option below in the event the Department’s needs change:

Option for Changes in Contract Services

The Department has the option to modify the resulting Contract, including adding, reducing, or deleting services during the Contract term. The optioned services may not commence before execution of an amendment. Delivery of changed services shall be upon the terms, conditions, and rate agreed in the exercise of the options of the resulting Contract.

**XVI. SUBCONTRACTING**

The prospective respondent shall not subcontract, assign, or transfer any of the services sought under this RFP, without the prior written consent of the Department.

The Department supports diversity in its Procurement Program and requests that prospective Respondents use all subcontracting opportunities afforded by this solicitation to embrace diversity. The award of subcontracts by prospective Respondents should reflect the full diversity of the citizens of the State of Florida. The Office of Supplier Diversity (OSD) website <http://osd.dms.state.fl.us/> includes a list of Certified Minority Business Enterprises (CMBEs) that could be offered utilization opportunities.

**XVII. FAITH-BASED NON-DISCRIMINATION CLAUSE**

Pursuant to section 985.601(3)(b), Florida Statutes, the Department intends that, whenever possible and reasonable, it will make every effort to consider qualified faith-based organizations on an equal basis with other private organizations when selecting Respondents of services to juveniles.

**XVIII. ELABORATE PROPOSALS**

It is not necessary to prepare proposals using elaborate brochures and artwork, expensive paper and bindings, or other expensive visual presentation aids. Proposals should be prepared in accordance with the instructions herein. The Department is not responsible for and, therefore, shall not reimburse any costs incurred in the preparation or submission of the proposal submitted in response to this RFP. The Department shall be liable for payment only as provided in a fully executed contract.



**XIX. GENERAL INSTRUCTIONS FOR PREPARATION OF THE PROPOSAL**

The instructions for this RFP have been designed to help ensure that all proposals are reviewed and evaluated in a consistent manner, as well as to minimize costs and response time. INFORMATION SUBMITTED IN VARIANCE WITH THESE INSTRUCTIONS MAY NOT BE REVIEWED OR EVALUATED. All proposals must detail the services that will be delivered, the expected results and the recommended performance measures and contain the sections outlined below. Those sections are called "Tabs." A "Tab", as used here, is a section separator, offset and labeled, (Example: "Tab 1, Transmittal Letter"), so that each evaluator can easily turn to "Tabbed" sections during the evaluation process. Failure to have all copies properly "tabbed" makes it much more difficult for the Department to evaluate the proposal. Failure of the prospective Respondent to provide any of the information required in the hard copy of either Volume 1 (the Technical Proposal) and Volume 2 (the Financial Proposal) portions of the RFP proposal shall result in no points being awarded for that element of the evaluation/review.

The proposal shall consist of the following parts:

A. Transmittal Letter – Volume 1, Tab 1

The proposal must contain a fully completed transmittal letter that meets the following criteria:

1. Submitted on Respondent letterhead.
2. Signed by an individual who has the authority to bind the prospective Respondent.
3. Contain the Respondent's official name (the company name), address, and telephone number.
4. Contain the name and title of the respondent official who will sign any contract (this individual shall have the authority to bind the prospective Respondent and shall be available to be contacted by telephone or attend meetings, as may be appropriate regarding the solicitation).
5. Contain the Respondent's Federal Employee Identification Number (including the State of Florida Vendor Sequence Number, if available). If not available, please make that statement, and the Department will collect the information prior to Contract award.
6. Contain the Respondent's DUNS Number, if applicable. If not applicable, please make that statement.
7. If the proposing entity is a "DBA" or "Doing Business As", the prospective Respondent shall state the reason for it.
8. The transmittal letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that the prospective Respondent agrees to all terms and conditions contained in the Request for Proposal for which this proposal is submitted."
9. The transmittal letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that the prospective Respondent 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 prospective Respondent is unable to certify to any part of this statement, such prospective Respondent shall include an explanation in the transmittal letter.
10. The transmittal letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that neither the prospective respondent 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."
11. The statement "On behalf of (insert Respondent's name), this letter certifies that neither the prospective Respondent nor anyone acting on its behalf is a State Advisory Group (SAG) member, nor is a relative of or employed by a 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 State Advisory Group member.

Additionally, I have completed Attachment Q "State Advisory Group (SAG) Executive Summary" in its entirety and include the completed form in Volume 1, Tab 1.

- B. Cross Reference Table - Volume 1, Tab 1  
In order to assist the prospective Respondent in its development of a responsive proposal and to facilitate proposal evaluation by the Department, the prospective 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 prospective Respondent's shall insert the Attachment O in Volume 1, Tab 1, just after the Part A - Transmittal Letter. Remember to complete Attachment O in its entirety.
- C. Certificate of Experience - Volume 1, Tab 2  
It is **MANDATORY** that the prospective Respondent sign and submit under Tab 2, the Attachment C, "Certificate of Experience" that includes:
1. A statement certifying that the Proposer has experience of at least two (2) years within the last five (5) years relevant to the delivery of services that address the issue of overrepresentation of minority youth in Florida's juvenile justice system, as specified in Attachment I, Services to be Sought.
  2. If the Proposer is a current Provider in good standing providing the same or similar services to DJJ and has provided these services for at least the last six (6) consecutive months from the date of RFP issuance, the Proposer shall be responsible for identifying on Attachment C where these services are currently being provided; or
  3. If the Proposer is not a current Provider of the same or similar services to DJJ but has provided these services to DJJ within the last two (2) years from the date of RFP issuance, the Proposer shall identify on Attachment C where these services to DJJ were previously provided.
  4. For the purposes of this RFP, a Respondent is considered in good standing if they are not under cure, or in danger of defaulting on the current Contract.
- D. Drug-Free Workplace Certification – 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 Provider) 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>. The Tie-Breaking Guidelines are attached to this solicitation as Attachment I.
- E. Client Reference Form(s) – Volume 1, Tab 2  
It is **MANDATORY** that the Respondent submit three (3) Attachment E's (Client Reference Form) which have been independently completed by clients for whom the Respondent has performed the same or similar services as specified in Attachment I, Services to be Sought. These are part of the technical response, and are required in order for the proposal to be considered complete.
1. The Attachment E must be completed and submitted by **at least three (3)** previous or current clients for whom the Respondent has delivered services that address the issue of overrepresentation of minority youth in Florida's juvenile justice system, as specified in Attachment I, Services to be Sought. Clients are expected to be businesses or other organizations and cannot be parents/guardians, students, or minors.
  2. All Attachment E's must be certified by a notary public.
  3. 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.
  4. **No electronic submissions or faxes will be accepted for Attachment E (Client Reference Form). Only original, notarized hardcopies submitted within the technical proposal are acceptable.**
- F. Technical Proposal - Volume 1, Tabs 3 – 6  
The Technical Proposal (described below in paragraphs 1-4) shall be prepared in the format listed below utilizing 8.5" x 11" paper with one-inch margins top, bottom, and sides.

Each prospective Provider shall limit the Technical Proposal's narrative to no more than 60 (sixty) 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 60 (sixty) page limitation established for the Technical Proposal.

The Technical Proposal package shall contain the following sections in the following sequence:

1. Services to be Sought – Volume 1, Tab 3
    - a. This section shall provide outline for the training schedule.
    - b. This section shall provide the Respondent's outline for the data analysis plan and monthly reporting structure.
    - c. This section shall outline the schedule for the youth focus group.
    - d. This section shall describe how the Respondent's agency will establish evidence of buy-in for providing curriculum training, focus groups, and the analysis reports.
  2. Management Capability – Volume 1, Tab 4
    - a. This section shall describe the Respondent's management capability to manage/control the program. This section shall reasonably and logically identify the management approach to plan, control, and manage the services, in accordance with requirements identified in Attachment I, Services to be Sought.
    - b. This section shall provide a copy of the Respondent's organizational chart, description of the structure, and leadership staff's qualifications (resume or job descripton) that indicate sufficient management capability to perform or provide oversight of the services required by this RFP.
  3. Staffing/Personnel – Volume 1, Tab 5
    - a. This section shall describe the outline the staffing and personnel structure.
    - b. This section shall describe the Respondent's experience and qualifications of the officer as set forth in this solicitation.
  4. Implementation Plan – Volume 1, Tab 6  
This section shall provide a detailed plan of implementation (including anticipated dates of start and completion) for the services to be provided and deliverables listed for the duration of the funding period.
- G. Financial Proposal (Volume 2)
1. Price – Volume 2, Tab 1
    - a. It is **MANDATORY** that the prospective Provider 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 in Attachment I as described in this RFP and the prospective Provider's proposal. This price shall be expressed as two (2) decimal number prices.
    - b. It is **MANDATORY** that the prospective Provider shall submit a completed and signed Attachment J that proposes a maximum Contract dollar amount at or below the maximum Contract dollar amount stated in the RFP.
    - c. The Price Sheet will be scored (see Attachment D.)
  2. Budget – Volume 2, Tab 2  
The prospective Provider must complete and submit Attachment H (Budget) in Tab 2 of Volume 2. The Attachment H template will be uploaded as an attachment with this solicitation.
- H. Mailing Label

Prospective Providers submitting 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. Prospective Providers shall complete the information on the label prior to affixing the label.

<p style="text-align: center;"><b>DJJ SOLICITATION NUMBER 10271</b></p> <p><b>DATE DUE: Friday, January 30, 2015 at 2:00 p.m. EDT</b> <b>ENVELOPE/BOX # _____ OF _____ ENVELOPE(S)/BOX(ES)</b></p> <p><b>Florida Department of Juvenile Justice</b> <b>Bureau of Procurement and Contract Administration</b> <b>Attention: Maureen Livings, Procurement Manager</b> <b>2737 Centerview Drive, Suite 1100</b> <b>Tallahassee, Florida 32399-3100</b></p>
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**XX. ADDITIONAL REQUIREMENTS FOR RESPONDENTS SELECTED FOR CONTRACT AWARD**

Respondents selected for Contract award must submit the following information and/or documentation prior to Contract execution:

- A. Answers to One Florida Initiative Questions (page 2 of RFP);
- B. Provider's State of Florida Vendor Sequence Number; and
- C. The name, title, address, telephone number, and e-mail address of the prospective Provider's Contract Manager. Note: this is not DJJ's assigned contract manager.

**ATTACHMENT C  
CERTIFICATE OF EXPERIENCE  
(TO BE COMPLETED BY PROSPECTIVE PROVIDER)  
RFP #10271**

**THIS MANDATORY FORM SHALL BE COMPLETED BY THE PROSPECTIVE PROVIDER AND SIGNED BY A PERSON LEGALLY AUTHORIZED TO MAKE BINDING STATEMENTS ON BEHALF OF THE PROSPECTIVE PROVIDER. THE COMPLETED AND SIGNED FORM SHALL BE SUBMITTED WITH THE PROPOSAL.**

COMPANY NAME: \_\_\_\_\_

DATE ESTABLISHED: \_\_\_\_\_

PRIMARY BUSINESS: \_\_\_\_\_

TOTAL NUMBER OF EMPLOYEES: \_\_\_\_\_

NUMBER OF EMPLOYEES ENGAGED IN ACTIVITIES RELEVANT TO THIS RFP: \_\_\_\_\_

NUMBER OF YEARS PROVIDING SERVICES THAT ADDRESS THE ISSUE OF OVERREPRESENTATION OF MINORITY YOUTH IN FLORIDA'S JUVENILE JUSTICE SYSTEM AS DESCRIBED IN THE RFP (PUBLIC AND OR PRIVATE):

\_\_\_\_\_

LIST ENTITIES FOR WHO THE COMPANY HAS PROVIDED SERVICES THAT ADDRESS THE ISSUE OF OVERREPRESENTATION OF MINORITY YOUTH IN FLORIDA'S JUVENILE JUSTICE SYSTEM AS DESCRIBED IN THE RFP:

\_\_\_\_\_

**IF SERVICES PROVIDED TO DJJ**

A. THIS SECTION IS TO BE COMPLETED BY BIDDERS CURRENTLY PROVIDING SERVICES THAT ADDRESS THE ISSUE OF OVERREPRESENTATION OF MINORITY YOUTH IN FLORIDA'S JUVENILE JUSTICE SYSTEM AS DESCRIBED IN THE RFP TO DJJ FOR AT LEAST THE LAST SIX (6) CONSECUTIVE MONTHS:

CURRENT DJJ CONTRACT NUMBER PROVIDING SERVICES: \_\_\_\_\_

DATE SERVICES BEGAN FOR THE ABOVE CONTRACT: \_\_\_\_\_

B. THIS SECTION IS TO BE COMPLETED BY BIDDERS WHO PROVIDED SERVICES THAT ADDRESS THE ISSUE OF OVERREPRESENTATION OF MINORITY YOUTH IN FLORIDA'S JUVENILE JUSTICE SYSTEM AS DESCRIBED IN THE RFP TO DJJ WITHIN THE LAST TWO (2) YEARS FROM THE DATE OF RFP ISSUANCE:

PREVIOUS DJJ CONTRACT NUMBER THAT PROVIDED SERVICES: \_\_\_\_\_

DATE SERVICES BEGAN FOR THE ABOVE CONTRACT: \_\_\_\_\_

DATE SERVICES ENDED FOR THE ABOVE CONTRACT: \_\_\_\_\_

I \_\_\_\_\_, CERTIFY THAT THE BIDDER KNOWN AS \_\_\_\_\_ HAS EXPERIENCE RELEVANT TO THE PROVISION OF SERVICES THAT ADDRESS THE ISSUE OF OVERREPRESENTATION OF MINORITY YOUTH IN FLORIDA'S JUVENILE JUSTICE SYSTEM.

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## ATTACHMENT D - EVALUATION CRITERIA

Proposal Section	Section Title	Maximum Possible Points per Section
<b>A.</b>	<b>Technical Proposal- Volume 1</b>	
	1. Services to be Sought	180
	2. Management Capability	65
	3. Staffing and Personnel	90
	4. Implementation Plan	40
<b>B.</b>	<b>Financial Proposal – Volume 2</b>	
	1. & 2. Price Sheet (as stated in Attachment J)	200
	3. Budget	0
	<b>Total Maximum Overall Points</b>	<b>575</b>

**EVALUATION CRITERIA**

**THIS RFP CONTAINS MANDATORY REQUIREMENTS THAT ARE SPECIFIED IN ATTACHMENT B, SECTION V. FAILURE TO MEET THESE REQUIREMENTS WILL RESULT IN A PROPOSAL NOT BEING EVALUATED AND REJECTED AS NON-RESPONSIVE. ALL EVALUATION AND REVIEW OF THE RESPONDENTS PROPOSAL WILL BE BASED SOLELY ON THE HARD COPIES OF VOLUMES 1 and 2, UNLESS OTHERWISE NOTED IN THIS RFP.**

I. The Department will use the following methods to score the relevant section of the Respondent's proposal.

A. Technical Proposal

- The Technical Response's sections will be evaluated by a minimum of three Department employees serving as evaluators. They will independently score these sections based on the requirements of the RFP on a 0-5 scale. The assignment of points by each evaluator will be based upon the following description of each score:

Use the following rating scores to rate the evaluation question in Attachment P:		AWARD CRITERIA
RATING	SCORE	EVALUATION DESCRIPTION
Excellent	5	The proposal exceeds all technical specifications and requirements for the service component specified. The approach is innovative, comprehensive, and complete in every detail.
Very Good	4	The proposal meets all technical specifications and requirements for the component specified. The approach is comprehensive and complete in every detail. The proposal approach contains some innovative details for some of the components specified.
Adequate	3	The proposal meets all technical specifications and requirements for the component specified.
Poor	2	The proposal does not meet all technical specifications and requirements for the component specified, or it demonstrates minimum understanding of the requirements for the component specified.
Unsatisfactory	1	The proposal fails to demonstrate the Respondent's understanding of the requirements for the component specified or the ability to provide the service.

Not Addressed	0	The Respondent's proposal does not address the service component(s) specified, or the evaluator is not able to locate the information in the Respondent's proposal.
---------------	---	---

2. Evaluators will score proposals based on the information provided in response to the criteria outlined in Attachment P.

B. Financial Proposal - Evaluation Criteria

1. The score for price will be based upon the lowest "Annual Maximum Contract Dollar Amount" submitted on Attachment J by all Respondent's. The total available points for price is 200 points. Therefore, the Respondent who submits the lowest Annual Maximum Contract Dollar Amount shall receive a score that is equal to 200 points. Total price for the purposes of evaluation shall be the Annual Maximum Contract Dollar Amount multiplied by the term of the Contract. All others will receive a score that is equal to 200 points minus the percentage difference above the lowest proposal. For example, if the second lowest proposal is 10% higher than the lowest proposal, the second Respondent will receive a score of 180 points (i.e., 200 points minus 10% of 200 [or 20 points] equals 180 points).
2. It is **MANDATORY** that the prospective Provider 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 in Attachment I as described in this RFP and the prospective Provider's proposal. The price sheet will be scored. Any proposal without a completed and signed Attachment J or with a proposed Maximum Contract Dollar Amount exceeding the Maximum Contract Dollar Amount shall be rejected.
3. The prospective Provider must complete and submit Attachment H (Budget) in Tab 2 of Volume 2.

ATTACHMENT E  
CLIENT REFERENCE FORM  
RFP # 10271

(THIS FORM MUST BE COMPLETED BY THE PERSON GIVING THE REFERENCE, NOT THE PROSPECTIVE Respondent  
AND MUST BE CERTIFIED BY A NOTARY PUBLIC)

THIS FORM SHALL BE COMPLETED BY THE PROSPECTIVE RESPONDENT AND SIGNED BY A PERSON LEGALLY  
AUTHORIZED TO MAKE BINDING STATEMENTS ON BEHALF OF THE PROSPECTIVE PROVIDER. THE COMPLETED AND  
SIGNED FORM SHALL BE SUBMITTED WITH THE PROPOSAL UNDER VOLUME 1, TAB 2.

THIS REFERENCE IS FOR: \_\_\_\_\_

NAME OF PERSON PROVIDING REFERENCE: \_\_\_\_\_

TITLE OF PERSON PROVIDING REFERENCE: \_\_\_\_\_

FIRM OR BUSINESS NAME: \_\_\_\_\_

OFFICE TELEPHONE NUMBER: \_\_\_\_\_ OFFICE E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

1. What services did this provider perform for you and over what time period?  
\_\_\_\_\_

2. Did you have any specific concerns about this Provider?  
\_\_\_\_\_

3. Did this entity act as a primary Provider, or as a subcontractor? If a subcontractor, then whom? Please  
specifically describe the type of service that was provided by the entity for which this reference is being  
provided.  
\_\_\_\_\_

4. Can you identify the number of years that this entity has provided services that address the issue of  
overrepresentation of minority youth in Florida's juvenile justice system? Please provide dates to the best of  
your knowledge. \_\_\_\_\_

5. Did the provider demonstrate the ability to hire and maintain stable staff? If no, please describe any problems.  
\_\_\_\_\_

6. Did the provider provide adequate supervision for the services that were performed for you?  
\_\_\_\_\_

7. Did the Provider demonstrate the ability to provide highly qualified staff, with experience in delivering services  
that address the issue of overrepresentation of minority youth in Florida's juvenile justice system and  
completing other applicable actions or similar services as specified in Attachment I?  
\_\_\_\_\_

8. Would you award another Contract to this Provider or would you work cooperatively with the Provider on another  
project?  
\_\_\_\_\_

9. Please make any additional comments here.  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE SIGN BELOW AND HAVE THIS FORM CERTIFIED BY A NOTARY PUBLIC

Signed by: \_\_\_\_\_

Being duly sworn deposes and says that the information contained herein is true and accurate.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 2014

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

State of Commission: \_\_\_\_\_



**ATTACHMENT G  
SAMPLE CONTRACT**

**THIS DOCUMENT IS AVAILABLE ONLINE AT THE WEBSITE PROVIDED ON PAGE 1 OF THIS RFP.**

**ATTACHMENT G IS FOR INFORMATIONAL PURPOSES ONLY AND WILL BE CHANGED AND COMPLETED AFTER CONTRACT AWARD.**

**REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK**

**ATTACHMENT J - PRICE SHEET  
MANDATORY**

UNITS/SERVICE TYPE	ANNUAL NUMBER OF UNITS	EXPECTED NUMBER OF UNITS PER MONTH	UNIT RATE PROPOSED	NUMBER OF MONTHS IN CONTRACT TERM	TOTAL MAXIMUM AMOUNT
DMC Training and Technical Assistance	4		(1)	12	(2)
DMC Analysis Reports	4		(3)	12	(4)
Youth Focus Groups	4		(5)	12	(6)
TOTAL ANNUAL MAXIMUM PROPOSED AMOUNT				(7)	
<p><b>NOTE: IT IS MANDATORY THAT #(7) THE TOTAL ANNUAL MAXIMUM PRICE FOR PROGRAM OPERATIONS CONTRACT DOLLAR AMOUNT PROPOSED DOES NOT EXCEED THE TOTAL AVAILABLE MAXIMUM PRICE FOR PROGRAM OPERATIONS PER CONTRACT DOLLAR AMOUNT (\$25,000.00) AS STATED IN THE RFP. IF IT IS EXCEEDED, THE RESPONDENT'S PROPOSAL WILL NOT BE EVALUATED.</b></p>					

INSTRUCTIONS: In cells number (1), (3), (5) insert the "Unit Proposed Rate" per deliverable. In cells number (2), (4), (6) insert the "Total Annual Maximum Amount" per deliverable. In cell number (7) insert the "Total Annual Maximum Proposed Amount" that shall include cells number (2), (4), and (6).

\*\*\*\*THE TOTAL ANNUAL MAXIMUM PROPOSED AMOUNT (7) WILL BE MULTIPLIED BY THE NUMBER OF YEARS IN THE INITIAL TERM OF THE CONTRACT (AS APPLICABLE). TERMS OF LESS THAN ONE YEAR SHALL BE PRO-RATED.

ANY RENEWAL OPTIONS EXERCISED IS AT THE DEPARTMENT'S DISCRETION AND SHALL BE ON THE SAME TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT.

**By submission of and signature on this form, the prospective Provider agrees to all terms and conditions of this RFP and commits the prospective Provider to the prices stated.**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ATTACHMENT O  
CROSS REFERENCE TABLE**

<b>RFP DOCUMENTATION (TO BE COMPLETED BY DEPARTMENT)</b>		<b>LOCATION IN PROPOSAL (TO BE COMPLETED IN ITS ENTIRETY BY RESPONDENT)</b>	
<b>SECTION/PART</b>	<b>SUBJECT</b>	<b>PAGE NUMBERS</b>	<b>SECTIONS/PARTS</b>
	<b>GENERAL PROPOSAL RESPONSE REQUIREMENTS</b>		
Attachment B, Section XIX B.	Cross Reference Table		
Attachment B, Section XIX A.	Transmittal Letter containing all the information required by Section XIX. A.		
Attachment B, Section V. B and Section XIX.C	Attachment C – <b>MANDATORY</b> Certificate of Experience and History of Performance		
Attachment B, Section V. C. and Section XIX. E	Attachment E - <b>MANDATORY</b> Client Reference Form (minimum of the three (3) required)		
Attachment B, Section V. D. and Section XIX G.1. a., b., and c.	Attachment J – <b>MANDATORY</b> Price Sheet		
Attachment B, Section XIX G.2.	Attachment H – Budget		
Attachment B, Section XIX D	Certificate of Drug-Free Workplace		
	<b>TECHNICAL PROPOSAL RESPONSE</b>		
*PLEASE NOTE: The Respondent is requested to provide evidence of existing documentation (plans, resumes, charts, etc.) as requested in this cross reference table and addressed below. If evidentiary documentation is not currently available, provide evidence of intent or plan to implement and identify as such. This will include proposed plans, schedules, proposed staff contracts, job description etc. Include all relevant information that will assist DJJ in evaluating your proposal. Failure to provide information as requested may result in 0 points being assessed for that portion of the proposal evaluation. If the Respondent is selected for contract award, the proposed service and all elements thereof will be incorporated by reference into the resulting Contract, unless they do not otherwise meet the terms and conditions of this RFP.			
	<b>CATEGORY #1: SERVICES TO BE SOUGHT</b>		
Attachment B, Section XIX.F.1.a.	This section shall provide an outline for the training schedule.		

Attachment B, Section XIX F. 1.b.	This section shall provide the Respondent's outline for data analysis plan and monthly report structure.		
Attachment B, Section XIX. F. 1.c.	This section shall outline the schedule for the youth focus group.		
Attachment B, Section XIX. F. 1.d.	This section shall describe how the Respondent's agency will establish evidence of buy-in for providing curriculum training, focus groups, and the analysis reports.		
	<b>CATEGORY #2: MANAGEMENT CAPABILITY</b>		
Attachment B, Section XIX. F. 2.a.	This section shall describe the Respondent's management capability to manage/control the services. This section shall reasonably and logically identify the management approach to plan, control, and manage the services, in accordance with requirements identified in Attachment I, Services to be Sought.		
Attachment B, Section XIX. F. 2.b.	This section shall provide a copy of the Respondent's organizational chart, description of the organizational structure, and leadership staff's qualifications (resume or job description) that indicate sufficient management capability to perform or provide over site of the services required.		
	<b>CATEGORY #3: STAFFING AND PERSONNEL</b>		
Attachment B, Section XIX F. 3.a.	This section shall describe the outline of the staffing and personnel structure.		
Attachment B, Section XIX F. 3.b.	This section shall describe the Respondent's outline for the experience and qualifications of the officer . as set forth in this solicitation.		
	<b>CATEGORY #4: IMPLEMENTATION PLAN</b>		
Attachment B, Section XIX. F.4.	This section shall provide a detailed plan of implementation (including anticipated dates of start and completion) for the services to be sought and deliverables listed for the duration of the funding period.		

**ATTACHMENT P  
EVALUATION QUESTIONS/CONSIDERATIONS**

**CATEGORY #1: Services to be Sought**

**How well does the proposal describe the services being sought?**

Consideration 1.1: How well does the proposal outline the training schedule?  
(Weighted: 8 Max Points: 40)

Consideration 1.2: To what extent does the proposal outline the data analysis plan and monthly report structure?  
(Weighted: 8 Max Points: 40)

Consideration 1.3: To what extent does the proposal outline the schedule for the youth focus group?  
(Weighted: 8 Max Points: 40)

Consideration 1.4: How well does the proposal establish evidence of buy-in for the curriculum training, focus groups, and the analysis reports from the Respondent's agency? (Weighted: 12 Max: 60)

**CATEGORY #2: Management Capability**

**How well does the proposal describe the Respondent's management capability?**

Consideration 2.1: To what extent does the proposal describe the Respondent's management capability that ensures oversight and management/control of the services?  
(Weighted: 7 Max Pts: 35)

Consideration 2.2: How well does the Respondent's proposed organizational structure (as indicated in the organizational chart and leadership staff qualifications) indicate sufficient management capability to perform or provide oversight of the services required by the RFP?  
(Weighted: 6 Max Pts: 30)

**CATEGORY #3: Staffing and Personnel**

**How well does the proposal outline the staffing and personnel structure?**

Consideration 3.1: How well does the proposal outline the staffing and personnel structure?  
(Weighted: 6 Max Points: 30)

Consideration 3.2: To what extent does the proposal outline the experience and qualifications of the officer as set forth in the solicitation?  
(Weighted: 12 Max Points: 60)

**CATEGORY #4: Implementation Plan**

**To what extent does the Respondent outline the proposed implementation plan?**

Consideration 4.1: How well does the proposal provide a detailed plan of implementation (including anticipated dates of start and completion) for the services to be provided and deliverables listed for the duration of the funding period?  
(Weighted: 8 Max Points: 40)

**Attachment Q  
STATE ADVISORY GROUP EXECUTIVE SUMMARY**

**RFP Number:** \_\_\_\_\_

**Respondent's Name:** \_\_\_\_\_

**Instructions:** Respondents submitting a proposal in response to this RFP must complete this Executive Summary form in its entirety and return it to the Department within the proposal under Volume I, Tab I. The Executive Summary cannot be longer than three pages, should be single spaced, and no less than 10 point font.

**I. Description of Proposed Program:**

Provide a brief description (500 words maximum) of the program being proposed. Include your approach to providing the services required by this RFP. Include the types of program activities that will be offered (i.e., training and technical assistance, analysis reports, focus groups, etc.)

**II. Program Goals:**

Define successful completion (50 words maximum).

**III. Staffing and Personnel:**

Provide qualifications and experience of the proposed officer (50 words maximum).

**IV. Organizational Capacity:**

Provide a brief description (50 words maximum) of the organization's ability to perform the services as stated in the RFP, including how your organization will manage the tasks set forth in the submitted proposal.

## ATTACHMENT I SERVICES TO BE SOUGHT

### I. GENERAL DESCRIPTION

#### A. Services to be Sought

This RFP is issued by the State of Florida Department of Juvenile Justice (the Department) using grant funds made available through the U.S. Department of Justice, Office of Juvenile Justice Delinquency Prevention (OJJDP), is soliciting proposals from law enforcement agencies to deliver services that address the issue of overrepresentation of minority youth in Florida's juvenile justice system. The Department seeks to focus on the issue of Racial and Ethnic Disparities (RED) and Disproportionate Minority Contact (DMC) in Florida's juvenile justice system. Disproportionate Minority Contact (DMC) exists when the proportion of juveniles detained or confined in secure detention facilities, secure correctional facilities, jails, and lockups who are members of minority groups exceeds the proportion such groups represent in the general population. As a result, racial and ethnic disparities may occur throughout the juvenile justice system. Respondents to this solicitation are urged to address the issue of Racial and Ethnic Disparities (RED) and Disproportionate Minority Contact (DMC) in Florida's juvenile justice system by illustrating how they shall provide Disproportionate Minority Contact (DMC) Curriculum Training, Focus Groups, and Disproportionate Minority Contact (DMC) Analysis Reports to the Department.

#### B. Authority for Specific Program Service(s)

Chapter 985, Florida Statutes gives the Department of Juvenile Justice the authority to:

1. Develop and implement effective programs to prevent delinquency;
2. Divert children from the traditional juvenile justice system;
3. Intervene at an early stage of delinquency;
4. Provide critically needed alternatives to institutionalization and deep-end commitment;
5. Provide well-trained personnel, high-quality services, and cost effective programs within the juvenile justice system.

#### C. Major Goal(s) of the Services

The Department's goal to fund law enforcement agencies to assist the Department of Juvenile Justice in reducing Racial and Ethnic Disparities (RED) and Disproportionate Minority Contact (DMC) in Florida's communities. Therefore, agencies awarded a contract will be monitored to ensure that substantial success in delivering services that reduce overrepresentation of minority youth and furthering the Department's goal and program objectives.

#### D. Start-up and Program Implementation

The successful Respondent must have the capability to execute a contract by April 1, 2015, and will be allowed up to a maximum of thirty (30) days for start-up and implementation upon execution of the resulting Contract. Respondents should complete a timeline for implementation of all proposed activities from award through contract expiration (Start-Up Implementation Plan).

#### E. Definitions

1. Office of Juvenile Justice Delinquency Prevention (OJJDP): a component of the Office of Justice Programs, U.S. Department of Justice, accomplishes its mission by supporting states, local communities, and tribal jurisdictions in their efforts to develop and implement effective programs for juveniles. The Office strives to strengthen the juvenile justice system's efforts to protect public safety, hold offenders accountable, and provide services that address the needs of youth and their families.
2. Prevention: Efforts that support youth who are at-risk of becoming involved in delinquent behavior and help prevent a juvenile from entering the juvenile justice system as delinquent. Prevention includes arbitration, diversionary, or mediation programs, and

community service work, or other treatment available subsequent to a child committing a delinquent act.

3. Disproportionate Minority Contact: The Office of Juvenile Justice and Delinquency Prevention (OJJDP) states that Disproportionate Minority Contact occurs when the proportion of juveniles detained or confined in secure detention facilities, secure correctional facilities, jails, and lockups who are members of minority groups exceeds the proportion such groups represent in the general population. Accordingly, if a state finds that minority juveniles disproportionately come in contact with the juvenile justice system, the state is responsible for developing and implementing strategies to address this issue.
4. Racial and Ethnic Disparities: “Racial and ethnic disparity refers to unequal treatment of youth of color in the juvenile justice system. RED results in disparate outcomes for similarly situated youth.” Burns Institute. <http://www.burnsinstitute.org/what-is-red/>
5. Law Enforcement: Any person who is elected, appointed, or employed full time by any municipality or the state or any political subdivision thereof; who is vested with authority to bear arms and make arrests; and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state. Examples: School Resource Officers, Sherriff's, Police, Security Guards, University Officers.
6. Outcome: a measure of the quantified result, impact, or benefit of program tasks on the clients, customers, or users of the services.
7. Respondent: also referred to as the Provider, the Respondent is the entity submitting a response, proposal, and/or reply to this specific solicitation.
8. Response, Proposal, and/or Reply: a document submitted in reply to an Request for Proposal (RFP) procurement document to be considered for contract award as a lead agency for the Department.

## II. SERVICES TO BE SOUGHT

### A. Service Tasks to be Performed

1. Disproportionate Minority Contact (DMC) Training and Technical Assistance: Disproportionate Minority Contact (DMC) curriculum trainings shall be geared toward law enforcement agencies and shall address key issues of cultural competency, de-escalation of tense situations, and adolescent brain development. All law enforcement agencies funded through this solicitation shall endorse Disproportionate Minority Contact (DMC) curriculum trainings. Respondents must provide proof of support for the use of the curriculum. This could be in the form of a letter of endorsement from the head of the respondent's agency. Respondents to this solicitation who are awarded a resulting Contract shall become trainers of Disproportionate Minority Contact (DMC) curriculum and shall provide training to other officers within their agencies and/or other law enforcement agencies. All law enforcement agencies funded through this solicitation shall provide a minimum of four (4) Disproportionate Minority Contact (DMC) curriculum trainings within their agency and/or other law enforcement agencies, per contract year. Disproportionate Minority Contact (DMC) Curriculum Training shall be up to two (2) days per session, and consist of a minimum of five (5) law enforcement officers per session. Officers participating in Disproportionate Minority Contact (DMC) curriculum training shall be given a pre-test at the beginning of the training and a post-test at the end of the training. The Department will create and provide the Law Enforcement Agency with the pre-and post-test to be utilized. All law enforcement agencies funded through this solicitation shall provide technical assistance to other law enforcement agencies with Disproportionate Minority Contact (DMC) curriculum or informational presentations.
2. Disproportionate Minority Contact (DMC) Analysis: Law enforcement agencies funded through this solicitation shall collect and analyze (or coordinate the collection and analysis of) agency level Disproportionate Minority Contact (DMC) data. Respondents to this solicitation must submit a prospective plan for collecting and analyzing data. Disproportionate Minority Contact (DMC) Analysis reports shall include data on geographical policing patterns, racial breakdown of youth



contacted by law enforcement, etc. These reports should provide a racial breakdown of police contacts (arrests as well as informal encounters if possible) with youth. Disproportionate Minority Contact (DMC) Analysis reports shall also include any temporal or spatial ordering to the overrepresentation in the officer's jurisdiction (i.e. is the majority of the overrepresentation a function of arrests that occur at a specific time of day or in specific neighborhoods). Data analysis must be provided to the Department's Contract Manager in the form of quarterly reports (four (4) in total). Reports must also include the number of DMC trainings provided to date, the number of officers invited to attend, and the number of officers that completed the training. The report may also include any other elements deemed relevant to the officer's agency.

3. Youth Focus Groups:

Law enforcement agencies funded through this solicitation shall be responsible for conducting focus groups with minority youth in the communities that they patrol. The goal of these focus groups is to improve the relationship between law enforcement officers and the minority youth that they may come in contact with, and build a mutual respect between the two (2) groups. Additionally, these forums provide opportunities for both groups to discuss concerns they have regarding fair and equal treatment of minority youth. All law enforcement agencies funded through this solicitation must provide a plan of action for conducting youth focus groups during the funding period. Youth Focus Groups shall be at a minimum of one (1) per quarter during the Contract term, a minimum of forty-five (45) minutes per session, which consist of a minimum of the same fifteen (15) youth between the ages of between the ages five (5) through seventeen (17) per focus group. Youth shall complete a pre-test at the beginning of each focus group and complete a post-test at the end of each focus group. The Department will create and provide the Law Enforcement Agency with the pre-and post-test to be utilized.

4. Monthly Conference Call:

Law enforcement agencies funded through this solicitation shall participate in a conference call with the Department's Contract Manager and the Department's Statewide Disproportionate Minority Contact Coordinator, by discussing successes in delivering services that reduce overrepresentation of minority youth and furthering the Department's goal and program objectives. The conference call shall also be used to discuss any questions, concerns or improvements that may be deemed beneficial in identifying and or eliminating Disproportionate Minority Contact (DMC) and Racial and Ethnic Disparities (RED) with youth in the juvenile justice system. Conference calls shall be held at a minimum once (1) per month, at a minimum of thirty (30) minutes per session.

B. Service Tasks Limits

All prescribed services shall be provided in a manner consistent with applicable federal and state laws, rules and regulations. All law enforcement agencies funded through this solicitation shall endorse the Department's Disproportionate Minority Contact (DMC) training curriculum, focus groups, and Disproportionate Minority Contact (DMC) analysis reports.

C. Service Locations and Times

1. Service Locations:

The proposal shall outline in detail where services shall be provided. Any additional space where services are to be provided shall be approved in writing by the Department's Contract Manager.

2. Service Times:

Administrative services shall be provided, at a minimum, during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except for state recognized holidays.

3. Changes to Service Locations and/or Times:

The Provider shall submit a request for written approval prior to any changes to the location of services or times for service delivery to the Department's Contract Manager. Approval must be obtained in writing from the Department, prior to any such changes.

### III. STAFFING & PERSONNEL

The Respondent and all personnel provided in a resulting Contract from this RFP, whether performance is as a Respondent, subcontractor, or any employee, agent or representative of the Respondent or subcontractor, shall continually maintain all licenses, protocols, and certifications that are necessary and appropriate or required by the Department or another local, state or federal agency, for the services to be performed or for the position held. All such personnel shall renew licenses or certifications pursuant to applicable law or rule. The Respondent shall provide copies of all current licenses or certificates required for the delivery of services under the resulting contract, to the Department's Contract Manager, prior to the delivery of services or as part of the proposal.

A. Staffing Levels

The Respondent shall ensure the constant presence of sufficient qualified staff as indicated in the Attachment H Budget forms to provide the services listed, in order to ensure that there shall be no waiting lists for services and shall monitor staff vacancies to ensure that services are not cancelled, postponed, or rescheduled.

B. Staffing Qualifications

All staff shall possess adequate education and training to perform the duties for which they are assigned and meet all applicable licensing or certification requirements for their respective disciplines. Documentation of the qualifications listed above shall be provided in the proposal.

C. Key Personnel and Vacancies

Those individuals who are responsible for the delivery of services are considered key personnel. In the event of a vacancy of key personnel, the Contract Manager shall be notified within 24 hours. Additionally, the vacant positions shall be filled by an individual with equivalent experience and expertise.

D. Staffing Schedule

The Respondent shall have and utilize a written back-up plan and have adequate qualified staff to fill-in for staff who may be absent from work (e.g., unexpected emergency, illness, or vacation) to ensure that services will not be canceled or rescheduled.

E. Background Screening

Prior to the provision of services, staff shall comply with the Department's Statewide Procedure on Background Screening for Employees, Vendors, and Volunteers available for review on the Department's website. The Provider shall comply with the requirements for background screening pursuant to chapters 39, 435, 984 and 985, Florida Statutes and the Department's background screening policy (FDJJ 1800 Revised 10/27/2014). The Provider shall verify the employment eligibility of all current and prospective employees through the United States Department of Homeland Security's E-Verify System, throughout the duration of the resulting Contract.

F. Staff Training

All costs occurring from, or associated with, Department-required training necessary for performance under this solicitation or otherwise required by federal or state law, rule, or department policy for Respondent employees, agents or subcontractors, shall be the responsibility of the Respondent. All training costs are included in the total cost of the services requested.

1. **Staff Verification System (SVS):** The purpose of the Staff Verification System (SVS) is to create a comprehensive database of employees that work with youth in juvenile justice programs. Each time a supervisor is considering hiring a new employee, the supervisor will be able to access the system to obtain the work history of the individual in juvenile justice programs in Florida. The system will show the programs the person has worked for and will provide a name and number to enable you to make contact for job references. By sharing this information, we will be able to ensure that undesirable employees do not move from DJJ to a Respondent program or from one Respondent program to another. Florida Statute authorizes the sharing of this information for all criminal justice agencies, including the Department of Juvenile Justice and its Respondents. Each Respondent will be required to input several data items on each employee including employee name, social security number, date of hire, program where employed, and job title. Once the initial data on all employees is added to the system, Respondents will be responsible for updating the list monthly regarding

employees who have left their employment and all new hires. DJJ data will be updated via the state of Florida People First System.

2. Program Monitoring & Management (PMM) System: The purpose of the PMM System is to provide a single site for the Department's monitoring process, document storage, deficiency review and corrective actions, and performance measures. Respondents will be able to view monitoring reports and enter comments, will build corrective action plans to respond to deficiencies, and will enter data on performance issues as determined in contract or service area.

G. Staffing Changes

Changes to the minimum number of staff and qualifications required in the resulting contract are not authorized. Staff changes shall be approved in writing by the Department's Contract Manager.

#### IV. PROPERTY

A. Non-Expendable Tangible Personal Property

1. Title (ownership) to all non-expendable property shall be vested in the Department at the time of the purchase of the property if the property is acquired from:
  - a) Expenditure of funds provided by the Department under a cost-reimbursement contract;
  - b) Expenditure of funds provided by the Department as pre-operational; and/or
  - c) Expenditure of funds provided by the Department as operational expense dollars.
2. All state-furnished property acquired by the Respondent through funding sources identified above, with a cost of \$1,000 or more and lasting more than one year, and hardback-covered bound books costing \$250 or more, shall be accounted for in accordance with chapter 10.300, Rules of the Auditor General. All such property, including replacements to state-furnished property that is lost, destroyed, exhausted or determined surplus under the terms of the resulting contract, shall be returned to the Department upon contract termination. Any replacements shall be in equal or greater value when returned to the Department.
3. Upon delivery of Department-furnished property to the Respondent, the Respondent assumes the risk and responsibility for its loss and damage.
4. All state-furnished property with a cost of \$100 or more, but less than \$1,000, shall be accounted for by the Respondent using a system developed by the Respondent and approved by the Department. The Respondent's property accountability system shall contain, at a minimum: item number, item description, physical location of the property, serial or manufacturer's number, name, make or name of manufacturer, model year, date purchased, method of procurement, and condition of property. The system shall be designed to reflect any changes to the status of property such as condition or disposition. All such property shall be either returned to the Department upon contract termination or disposed of as instructed by the Department. Any replacements shall be of equal or greater value when returned to the Department.
5. Respondent shall submit to the Department's Contract Manager, on a quarterly basis, a listing of all items purchased that quarter under the contract. The listing shall include a statement as to whether the items were purchased with Department or Respondent funds, and include supporting documentation of funds used.
6. The Respondent shall not dispose of state-furnished property without the written permission of the Department. Department policies and procedures shall be followed when disposing of state-furnished property.
7. The Respondent shall not use any state-furnished property for any purpose except the delivery of services identified in the resulting contract.
8. The Respondent shall submit a final inventory report for approval by the Department at conclusion of the contract.
9. The Respondent shall submit an annual joint inventory report of all state-furnished property and all Respondent-owned property located at the facility to the Department's Contract Manager.
10. The Respondent shall report annually to the Department's Contract Manager an

inventory of all state-titled vehicles or other vehicles purchased with state funds. The Respondent shall maintain a monthly vehicle log for each vehicle and submit the completed log to the Contract Manager by the 5<sup>th</sup> day of each month. When utilizing state-furnished vehicles, the Respondent shall comply with the Department's Vehicle Operations Policy and Fleet Management Manual. The Department has furnished the Department-furnished tangible personal property.

11. If the Department finds it necessary to purchase property through the Respondent as opposed to direct acquisition, it shall be for the following reason(s):
  - a) The property is solely intended for use by the Respondent in the delivery of the contracted services or the same or different Providers under subsequent continuing contracts intend continued use of this property throughout its useful life. It is not intended for direct use by Department staff;
  - b) The property is critical to the delivery of the contracted services and the Department more appropriately identifies the cost as a contract cost rather than Operating Capital Outlay; and
  - c) Direct purchase by the Respondent is more efficient than Department purchase, which would include additional costs for storage, delivery, retrieval, and disposal, etc.

**V. DELIVERABLES**

**A. Service Units**

1. Disproportionate Minority Contact (DMC) Curriculum Training: Completion of one (1) Disproportionate Minority Contact (DMC) Curriculum Training, up to two (2) days per session, per quarter. Successful completion is completion of one (1) Disproportionate Minority Contact (DMC) Curriculum Training with a minimum of (5) law enforcement officers per session, per quarter.
2. Disproportionate Minority Contact (DMC) Analysis Report: Completion of one (1) Disproportionate Minority Contact (DMC) Analysis Report per quarter. All tasks for this deliverable must be completed as in Attachment I, Section II.A., submitted by the due date(s) stated, and be accepted by the Department in order for this deliverable to be considered complete.
3. Youth Focus Groups: Completion of one (1) focus group at a minimum of forty-five (45) minutes per session, per quarter. Successful completion is completion of one (1) focus group with a minimum of fifteen (15) youth per session.

**B. Contract Manager's**

The following are the Contract Managers for the respective parties. All matters shall be directed to the Contract Managers for action or disposition. Any and all notices shall be delivered to the parties at the following addresses:

<b>Provider: INSERT PROVIDER NAME</b>	<b>Florida Department of Juvenile Justice</b>
Individual's Name	Contract Manager's Name
Mailing Address	Mailing Address
City, FL, Zip code	City, FL, Zip code
Telephone Number	Telephone Number
Fax Number	Fax Number
E-mail Address	E-mail Address

After execution of the resulting Contract, any changes in the information contained in this section will be provided to the other party in writing, shall be sent by United States Postal Service or other delivery service with proof of delivery, and a copy of the written notification shall be maintained in the official Contract record. All notices required by the resulting contract or other communication regarding this contract shall be sent by United States Postal Service or other delivery service with proof of delivery.

**C. Reports**

The Department will require progress or performance reports throughout the term of the resulting Contract. The Respondent shall complete reports as required to become eligible for

payment (e.g. the type, frequency, content, format of reports required and the party to receive the report; deadline for report submission, number of copies to be delivered, delivery method; and the Department representative to receive.)

1. Proof of Insurance  
A Certificate of Insurance shall be provided to the Department's Contract Manager prior to the initiation of service delivery, and prior to expiration. Certificates of Insurance shall reflect appropriate coverage(s) based on the recommendation of a licensed insurance agent, and the minimums listed in the resulting Contract.
2. Organizational Chart  
The respondent's organizational chart shall be provided upon execution of the resulting Contract, annually, and upon changes. The organizational chart shall include the programmatic and administrative structure of the Respondent's organization.
3. Subcontract(s)  
A copy of each subcontracted agreement intended to be entered into by the Respondent via this Contract, shall be submitted to the Department in advance of its execution for Department review. A signed copy of the subcontract shall be provided to the Department's Contract Manager once it has been executed and prior to the delivery of service to Department youth and payment to the subcontractor.
4. Continuity of Operations Plan (COOP)  
Prior to the delivery of service, the respondents shall submit a Continuity of Operations Plan (COOP), which provides for the continuity of the services within this Contract in the event of a manmade/natural disaster/emergency. The Department approved Plan format can be found on the Department's website. Additional information can be found in *FDJJ 1050, Continuity of Operations Plans*.
5. Information Resource Request (IRR)  
All IRR purchases must be in accordance with section VIII., General Terms & Conditions, of the resulting Contract.
6. Invoice  
A properly prepared invoice, accompanied by all required documentation and reports, shall be submitted directly to the Contract Manager no later than the fifteenth (15) day of the month following the end of the quarter for which services were rendered. Payment of the invoice shall be pursuant to section 215.422, Florida Statutes and any interest due shall be paid pursuant to section 55.03(1), Florida Statutes. A Vendor Ombudsman, established within the Department of Financial Services, may be contacted if a Provider is experiencing problems in obtaining timely payment(s) from a State of Florida agency. The Vendor Ombudsman may be contacted at 800-848-3792.
7. Quarterly Activity & Progress Report  
A summary of contracted program services shall be submitted with the Respondent's invoice on a quarterly basis. The report shall include a summary of service components provided, number and percent of non-program staff trained, number of hours of non-program staff training provided, number and percent of non-program staff with increased knowledge of program content, number of contact points reporting reduction in disproportionality at the state level, detail of all program concerns/challenges/barriers, participation of collaborative partners, progress towards mandatory objectives and deliverables, and volunteers participating during the month.
8. Quarterly Expenditure Report  
A list of all expenditures using Contract funds shall be submitted with the Provider's invoice on a quarterly basis.
9. Staff Vacancy Report  
Any vacancy in a program position shall be reported to the Department Contract Manager in writing within three (3) business days of the position becoming vacant. The Respondent shall provide a complete list of all vacant program positions required by this Contract, and include the position title, position number, date of vacancy, and position description. The Respondent shall provide the Department's Contract

Manager with an explanation for vacancies, which exceed ninety (90) calendar days. Services shall be provided to all Department youth by qualified Respondent staff regardless of whether a position(s) is vacant.

10. Minority Business Enterprise (MBE)  
The Respondent shall submit to the Contract Manager, along with each monthly invoice, the Florida MBE Utilization Report – available at: <http://www.djj.state.fl.us/providers/contracts/index.html>, listing all payments made for supplies and services to Minority Business Enterprises (MBEs) during the invoice period. The listing shall identify the MBE code for each payment.
11. Annual Report  
A summary of contracted program services shall be submitted with the Respondent's final invoice. The report shall include a summary of participation information, program activity information, and OJJDP performance data.
12. Budget  
A detailed, line item budget with narratives, for shall be submitted review and approval by the Department.

REPORT LIST	FREQUENCY	DUE DATES	DUE TO
Proof of Insurance Coverage	Annually	Prior to the delivery of services and prior to expiration of insurance	Contract Manager
Organizational Chart	Upon Contract execution; annually; and upon changes	Prior to the delivery of services and annually at renewal thereafter	Contract Manager
Copy of Subcontracts	Upon execution	Upon execution	Contract Manager
Continuity of Operations Plan (COOP)	Annually	Prior to the delivery of services and annually at renewal thereafter	Contract Manager
Information Resource Request (IRR)	Prior to the purchase of information technology soft/hardware	Prior to the purchase of information technology soft/hardware	Contract Manager
Invoice	Quarterly	Fifteenth (15) day of the month following the end of the quarter for which services were rendered	Contract Manager
Quarterly Activity & Progress Report	Quarterly	Fifteenth (15) day of the month following the end of the quarter for which services were rendered	Contract Manager
Quarterly Expenditure Report	Quarterly	Fifteenth (15) day of the month following the end of the quarter for which services were rendered	Contract Manager
Staff Vacancy Report	Monthly	15 <sup>th</sup> day of the following reporting	Contract Manager

		month	
MBE Utilization Report	Monthly	15 <sup>th</sup> day of the following reporting month	Contract Manager
Annual Report	With final invoice	With final invoice	Contract Manager
Budget	Upon Contract execution; and within thirty (30) days of requested change	Upon Contract execution; and within thirty (30) days of requested change	Contract Manager

**D. Method of Payment**

1. Payment for services under a resultant Contract will be at a fixed price based on deliverables.
2. The Respondent agrees to a minimum level of performance in the resultant Contract with identified deliverables and service units, with a minimum level of program service delivery required for payment. If minimum level of performance is not met, monthly payment will be reduced along with the application of financial consequences.
3. The Respondent agrees to submit a detailed, line item budget with narratives, for review and approval by the Department.
4. The Respondent shall maintain records documenting service delivery in a manner that can be verified with an audit trail.

**E. Report Receipt and Documentation**

The Respondent shall submit written reports with all required documentation within the timeframes listed above to the correct individuals to become eligible for payment. Submission of deliverables and reports shall not be construed to mean acceptance of those deliverables and reports. The Department reserves the right to reject deliverables and reports as incomplete, inadequate, or unacceptable. The Contract Manager will approve or reject deliverables and reports.

**VI. PERFORMANCE MEASURES**

Listed below are the key Performance Measures, including outputs and outcomes with minimum standards of performance, deemed most crucial to the success of the overall desired service delivery. The Respondent shall ensure that the stated performance outputs, outcomes and standards (level of performance) are met. Performance shall be measured, as appropriate, beginning the second month after which service has been fully implemented.

**A. Performance Output**

- Goal: 100 % of officers invited to attend training will complete Disproportionate Minority Contact (DMC) curriculum training.
- Measure: The number of invited officers divided by the total number of officers who completed the curriculum training
- Standard: 75% of officers invited to attend training will complete Disproportionate Minority Contact (DMC) curriculum training.

**Performance Outcome**

- Goal: 100% of officers who receive Disproportionate Minority Contact (DMC) training will exhibit an increase in knowledge or understanding of the material contained in the Disproportionate Minority Contact (DMC) curriculum.
- Measure: 1) Determine how many officers had higher post-test scores than pre-test scores.  
2) Divide the total number of DMC training officers post-test scores which were higher than their original pre-test score by total number of DMC training officers who completed the DMC curriculum training.
- Standard: 75% of officers who receive Disproportionate Minority Contact (DMC) training will exhibit an increase in knowledge or understanding of the material contained in the Disproportionate Minority Contact (DMC) curriculum.

B. Outcome Evaluation

1. The Respondent, throughout the term of the Contract, shall document compliance with required service tasks, performance and evaluation data, and provide documentation of such data for inspection upon request.
2. The Department will conduct outcome evaluations of the program.
3. These evaluations and studies will consider the content of the program, its components and the duration of the program. The results may be used in the rating of the program for any future funding.