

**ATTACHMENT Q  
PROPOSAL VERIFICATION FORM**

By completing and submitting this form with your Proposal, the Respondent is ensuring the proposal submission is in accordance with the mandatory and requirements outlined in RFP #10685. Also, please check the Vendor Bid System (VBS) for any addendums posted that indicate any **revised** document(s) for which the Respondent is responsible for completing and submitting by the date and time noted in the Calendar of Events (Attachment B, Section IV., A.) of this RFP.

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

Place a checkmark (✓) in the boxes next to the tasks associated with your submission choice.

<b>Electronic Upload Proposal</b>	
<input type="checkbox"/>	Register for a DJJ Bid Library Account through the Procurement Manager. Respondents must register their email address for access to the DJJ Bid Library using a Microsoft account. For specific instructions, reference Attachment B, Section VI., Solicitation Information, and/or contact your Procurement Manager listed in the RFP.
<input type="checkbox"/>	If your organization does not use a Microsoft account, a free account can be created through Microsoft at <a href="https://www.office.com">https://www.office.com</a> . This step must be completed first, prior to submitting the DJJ Bid Library registration request. The email address used to create the Microsoft account should be utilized in the registration request to the Procurement Manager.
<input type="checkbox"/>	Notice of Intent to Submit a Proposal, Attachment N, shall be uploaded to the DJJ Bid Library no later than the deadline specified in the Calendar of Events for this RFP.
<input type="checkbox"/>	Electronic proposals shall be uploaded to the DJJ Bid Library no later than the due date and time specified in the Calendar of Events for this RFP. Any and all documents uploaded, edited, or modified in any way after this date and time will be deemed non-responsive.
<input type="checkbox"/>	The complete proposal, which contains Volumes 1, 2 and 3, shall be saved in Microsoft Word and/or Excel. The signed Transmittal Letter (Volume 1, Tab 1) and Attachment R (Volume 3, Tab 2) are the only documents which can be saved in a PDF format. The Attachment H – Budget – (RFP 10685) (Volume 2, Tab 1) must be submitted in Excel, at a minimum.

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

<b>TECHNICAL PROPOSAL – VOLUME 1 (Attachment B, XX.)</b>	
<input type="checkbox"/>	Transmittal letter is on Respondent's letterhead.
<input type="checkbox"/>	Transmittal letter is signed by an individual authorized to bind the Respondent.
<input type="checkbox"/>	Transmittal letter has the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> official company name;</li> <li><input type="checkbox"/> company address;</li> <li><input type="checkbox"/> telephone number;</li> <li><input type="checkbox"/> fax number;</li> <li><input type="checkbox"/> email address;</li> <li><input type="checkbox"/> name and title of the Respondent official who will sign any contract;</li> <li><input type="checkbox"/> Federal Employee Identification #, including the Florida Vendor Sequence #, if available, and if not available, a statement saying so;</li> <li><input type="checkbox"/> DUNS #, if applicable, and if not applicable, a statement saying so; and</li> </ul>

	<input type="checkbox"/> If entity is "DBA" or "Doing Business As", the Respondent shall state the reason for it.
<input type="checkbox"/>	<p>The transmittal letter must contain the following <b>exact</b> statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) agrees to all terms and conditions contained in the Request for Proposal for which this proposal is submitted."</p>
<input type="checkbox"/>	<p>The transmittal letter must contain this <b>exact</b> statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) has met all conditions and requirements of Attachment C, including that neither it nor its principals are presently debarred, suspended, or proposed for debarment, or have been declared ineligible or voluntarily excluded from participation in this Procurement/contract by any federal department or agency." If the Respondent is unable to certify any part of this statement, such Respondent shall include an explanation in the Transmittal Letter.</p>
<input type="checkbox"/>	<p>The transmittal letter must contain this <b>exact</b> statement: "On behalf of (insert Respondent's name), this letter certifies that neither (insert Respondent's name) nor anyone acting on its behalf have contacted anyone, between the release of the solicitation and the end of the seventy-two (72) hour period following the agency posting the Notice of Intended Award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the solicitation documents."</p>
<input type="checkbox"/>	<p>The transmittal letter must contain this <b>exact</b> statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) is not listed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel; is not listed on the Scrutinized Companies with Activities in Sudan List; is not listed on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; is not engaged in business operations in Cuba or Syria; and, is not engaged in business operations with the government of Venezuela or in any company doing business with the government of Venezuela. (pursuant to sections 215.472, 215.4725, 215.473, and 287.135, F.S.)."</p>
<input type="checkbox"/>	<p>The Respondent shall insert the Transmittal Letter in Volume 1, Tab 1, <b>after</b> the Proposal Verification Form.</p>
<input type="checkbox"/>	<p><b>Cross Reference Table – Volume 1, Tab 1</b> In order to assist the Respondent in its development of a responsive proposal and to facilitate proposal evaluation by the Department, the Respondent shall provide a table that cross-references the contents of its proposal with the contents of the RFP. Please see Attachment O to this RFP for the cross-reference table. The Respondent shall insert the Attachment O in Volume 1, Tab 1, after the Transmittal Letter. Remember to complete the Attachment O in its entirety.</p>
<input type="checkbox"/>	<p><b>Certificate of Experience – Volume 3, Tab 1</b> It is required that the Respondent sign and submit under Volume 3, Tab 1, the Attachment R, Certificate of Experience. The Respondent must demonstrate two years of experience within the last five years of providing Parenting with Love and Limits Services as specified in this RFP.</p>
<input type="checkbox"/>	<p><b>Drug-Free Workplace Certification &amp; Tie Breaking Certifications – Volume 1, Tab 2</b> The proposal may contain the Drug-Free Workplace Certification in accordance with section 287.087, F.S. (if desired by the Respondent) for preference in the event of a tie in the scoring of a competitive solicitation. This is not a mandatory requirement. The form is labeled as Attachment K. The Respondent may also submit the Attachment S (Tie Breaking Certifications), which is not mandatory.</p>
<input type="checkbox"/>	<p><b>Client Contact List – Volume 3, Tab 2</b> It is required that the Respondent submit an Attachment T with a minimum of three references. This list is required in order for the proposal to be complete. The Attachment T must be completed and submitted with at least three previous or current clients for whom the Respondent has provided Parenting with Love and Limits Services as specified in this RFP, and the dates of performance (Respondent must demonstrate two years of experience within the last five years). The Department reserves the right to contact any and all references in the course of this solicitation and make a fitness determination, not subject to review or challenge. The Department shall not provide a reference. If the Respondent has only provided these same or</p>

	similar services to the Department, the Respondent is to include an attestation statement from the individual with authority to bind the Respondent in place of the Attachment T. No faxes will be accepted for the Attachment T. Only copies submitted electronically through the DJJ Bid Library are acceptable.
<input type="checkbox"/>	<p><b>Technical Proposal – Volume 1, Tab 3</b></p> <p>The Technical Response (described below) shall be prepared in the format listed below utilizing 8.5" x 11" paper with one-inch margins (top, bottom, and sides). Each Respondent shall limit the Technical Proposal's narrative to no more than sixty (60) consecutive pages. <b>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.</b> 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 <b>not</b> be counted in the sixty (60) page limitation established for the Technical Proposal. The Technical Proposal package shall contain the following sections in the following sequence (PLEASE NOTE THAT IT IS INSUFFICIENT FOR PROPOSALS TO MERELY RECITE OR REITERATE THE SERVICES TO BE SOUGHT):</p>
<input type="checkbox"/>	<p>Category #1: <u>Management Capabilities and Competencies</u></p> <ol style="list-style-type: none"> <li>a. The Respondent shall provide an organizational chart, identifying Key personnel/positions and their qualifications that will have management and oversight of proposed PLL services.</li> <li>b. The Respondent shall provide a narrative detail of its internal resources, strengths, and skills to deliver services. Information submitted shall clearly support the Respondent's ability to deliver PLL Services as sought by the Department.</li> <li>c. The Respondent shall describe the background and experience that demonstrates experience and competencies of the organization to deliver the PLL services sought by the RFP.</li> <li>d. The Respondent shall detail their past experience providing services similar to the services sought by this RFP to a juvenile population. Services must be closely related to services sought (i.e. interventions, treatments, therapies.)</li> </ol>
<input type="checkbox"/>	<p>Category #2: <u>Approach and Coordination</u></p> <ol style="list-style-type: none"> <li>a. The Respondents shall describe its organization's approach and philosophy, including mission statement, core values, and vision.</li> <li>b. The Respondent shall describe how their organization would manage PLL services and the required collaboration with Department staff.</li> </ol>
<input type="checkbox"/>	<p>Category #3: <u>General Description of Parenting with Love and Limits (PLL) Services</u></p> <ol style="list-style-type: none"> <li>a. The Respondent shall describe, in narrative detail, the general delivery of PLL services to be made available to Department referred youth within the geographical area proposed. Indicate if services proposed meet minimum requirements as set forth in Attachment A.</li> <li>b. The Respondent shall explain how PLL is appropriate for delinquent youth including the major risk factors, (Crimniogenic needs) PLL is intended to address.</li> <li>c. The Respondent shall provide a detailed description of the following services to be provided: <ol style="list-style-type: none"> <li>1) Clinical Assessments;</li> <li>2) Multi-Family Group Therapy and Individualized Family/Youth Therapy; and</li> <li>3) Crisis Support Services.</li> </ol> </li> </ol>

<input type="checkbox"/>	<p>Category #4: <u>Parenting with Love and Limits Details</u></p> <ol style="list-style-type: none"> <li>a. The Respondent shall provide the specific details of the PLL Curriculum proposed to include duration, dosage, Multi-Family Group session length, Group size limitations, Individualized Family/Youth session length, Staffing requirements including clinical to youth ratio (caseload), estimated length of PLL cycle, estimated number of total sessions, including assessment session.</li> <li>b. The Respondent shall describe the methods for conducting the initial Family commitment session and how family engagement will be encouraged and maintained throughout the service cycle.</li> <li>c. The Respondent shall describe how missed sessions for either type of session can be made up, the number of sessions required for completion of services, and the length of time.</li> <li>d. The Respondent shall describe how cycles of PLL will occur with a schedule outlining the start and end of closed groups for the initial six (6) month session.</li> </ol>
<input type="checkbox"/>	<p>Category #5: <u>Staffing</u></p> <ol style="list-style-type: none"> <li>a. The Respondent shall describe its operational approach to the recruitment, training, supervision and retention of staff/practitioners to provide services.</li> <li>b. The Respondent shall describe staffing practices to ensure caseloads are maintained at appropriate, effective and manageable levels, training is consistent with Department requirements, and staff possess qualifications and professional experience to provide services as specified in this RFP.</li> <li>c. The Respondent shall describe the approach to the recruitment of culturally diverse and bilingual staff that are able to meet the unique cultural and gender specific needs of the proposed population.</li> <li>d. The Respondent shall provide their staff training plan to ensure all staff are appropriately trained in the requirements for training as per the Attachment A, Services Sought, Section IV, Staffing/Personnel, and for the model curriculum of PLL, including fidelity training.</li> </ol>
<input type="checkbox"/>	<p>Category #6: <u>Quality Assurance</u></p> <ol style="list-style-type: none"> <li>a. The Respondent shall describe their management design/structure that ensures provision of oversight and control of the services to obtain optimum service delivery.</li> <li>b. The Respondent shall describe their internal quality improvement/assurance process necessary to identify problems and improve service delivery including frequency of monitoring, reviews, etc. and the methods to be employed. The Respondent shall describe the approach to reporting, analyzing, and tracking critical incidents (incident reporting) related to youth, stakeholders, and employees.</li> <li>c. The Respondent shall describe how trending data from incidents and complaints will be incorporated into the quality improvement and monitoring processes.</li> </ol>
<input type="checkbox"/>	<p>Category #7: <u>Implementation of Services</u></p> <p>The Respondent shall outline the timeline for the implementation of services and how it plans for all tasks associated with implementation will be made available for referrals no later than thirty (30) days after Contract Award.</p>

<input type="checkbox"/>	<p><b>Category #8: Fidelity Monitoring of PLL/Reporting</b></p> <p>a. The Respondent shall describe their overall plan for conducting fidelity monitoring to ensure PLL is delivered in accordance with fidelity of the model developer design, including how the Department requirements for data entry in into the evidence- based system will be handled.</p> <p>b. The Respondent shall describe the process for conducting internal fidelity monitoring to ensure therapists adherence to the model curriculum.</p> <p>c. The Respondent shall describe the method of supervision of the clinicians, the frequency, and method and duration of supervision that meets the fidelity requirements of model curriculum.</p> <p>d. The Respondent shall describe their data collecting and reporting capability that meets the requirements as outlined in this RFP.</p>
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<b>FINANCIAL PROPOSAL – VOLUME 2</b>	
<input type="checkbox"/>	<p><b>Budget – Volume 2, Tab 1</b></p> <p>The Respondent must complete and submit the Attachment H (Budget-10685). The total budget amount must match the total amount in Attachment B, Section XIV.</p>
<input type="checkbox"/>	<p><b>Certified Minority Business (CMBE) Subcontracting Utilization Plan – Volume 2, Tab 2</b></p> <p>The Respondent shall describe its plan and/or methods to encourage diversity and utilize minority businesses in the performance of the services described in this solicitation. The information provided in this section shall address the plan described in the CMBE Subcontracting Utilization Plan of the RFP. The Respondent shall also include documentation supporting the CMBE Subcontracting Utilization Plan, for each Florida CMBE listed that the Respondent intends to utilize in the program procured. Florida CMBEs must meet all CMBE eligibility criteria and be certified as a CMBE by the Office of Supplier Diversity (OSD) of the Florida Department of Management Services. The documentation shall be a one-page letter supplied by the CMBE on its letterhead stationery, stating the intent of the CMBE to participate in the program and clearly identifying the Department Solicitation Number. No points will be awarded for the CMBE Subcontracting Utilization Plan.</p>

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

**Company:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_