

**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 mandatories and requirements outlined in RFP #10733. Also, please check the Vendor Bid System (VBS) for any addendums posted that indicate any **revised** document(s) for which the Respondent is responsible for completing and submitting by the date and time noted in the Calendar of Events (Attachment B, Section IV., A.) of this RFP.

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

Select either Electronic Upload Proposal or Hardcopy with CD-ROM Proposal by placing a checkmark (✓) in the boxes next to the tasks associated with your submission choice.

<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"/>	Electronic responses 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"/>	<b>Submission Alternative</b> The Procurement Manager will provide instructions for an alternative method of submitting the response only if submission via the DJJ Bid Library causes a hardship to the Respondent. The response must be prepared in accordance with Attachment B, section XX., General Instructions for Preparation of the Proposal and submitted by the due date as indicated in the Calendar of Events (Attachment B., IV., A.).
<input type="checkbox"/>	The complete response, 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 the signed Attachment J – Price Sheet (Volume 2, Tab 1) are the only documents which can be saved in a PDF format. The Attachment J – Price Sheet must be submitted in Word, at a minimum.

<b>MANDATORY REQUIREMENT (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.).
<input type="checkbox"/>	It is <b>MANDATORY</b> that the Respondent submit documentation that proves the Respondent has completed PREA auditing services during 2020 or 2021 (Attachment D).
<input type="checkbox"/>	It is <b>MANDATORY</b> that the Respondent shall provide a price for the services by returning a completed and signed copy of the Department’s Attachment J (Price Sheet). The price must include all services, material and labor necessary to complete the Services Sought as outlined in Attachment A and described in this RFP and the Respondent’s proposal. Any proposal without a completed and signed Attachment J or with a proposed Grand Total exceeding the Annual Maximum Contract Dollar Amount listed in this RFP, may not be evaluated and may be rejected as non-responsive. The amounts in the Total for Program Facility column should be added together to arrive at the amount for the Grand Total. This price shall be expressed as two decimal number prices. Any proposal with incorrect calculations may not be evaluated and may be rejected as non-responsive.

<input type="checkbox"/>	It is <b>MANDATORY</b> that the Respondent is a current certified PREA Auditor. The Respondent must submit documentation that they meet all the requirements in Attachment A, Section VI., PREA Auditor Qualifications.
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<b>TECHNICAL PROPOSAL – VOLUME 1 (Attachment B, XX.)</b>	
<input type="checkbox"/>	<b>Transmittal Letter – Volume 1, Tab 1</b> 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"/> email address;</li> <li><input type="checkbox"/> name and title of the Respondent official who will sign any contract; (this individual shall have the authority to bind the Respondent and shall be available to be contacted by telephone, email or attend meetings, as may be appropriate regarding the solicitation);</li> <li><input type="checkbox"/> Federal Employee Identification #, including the Florida Vendor Sequence #, if available. If not available, please make that statement, and the Department will collect the information prior to posting the Notice of Intended Award;</li> <li><input type="checkbox"/> DUNS #, if applicable, and if not applicable, a statement saying so.</li> <li><input type="checkbox"/> If entity is "DBA" or "Doing Business As", the Respondent shall state the reason for it.</li> </ul>
<input type="checkbox"/>	The Transmittal Letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) agrees to all terms and conditions contained in the Invitation to Negotiation for which this proposal is submitted.
<input type="checkbox"/>	The Transmittal Letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) has met all conditions and requirements of Attachment 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 to any part of this statement, such Respondent shall include an explanation in the Transmittal Letter.
<input type="checkbox"/>	The Transmittal Letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that neither (insert Respondent's name) nor anyone acting on its behalf have contacted anyone, between the release of the solicitation and the end of the seventy-two (72) hour period following the agency posting the Notice of Intended Award, excluding Saturday, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the solicitation documents.
<input type="checkbox"/>	The Transmittal Letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that (insert Respondent's name) is not listed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel; is not listed on the Scrutinized Companies with Activities in Sudan List; is not listed on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; is not engaged in business operations in 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 F.S. 215.472, 215.4725, 215.473, and 287.135)".
<input type="checkbox"/>	The Transmittal Letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that the Attachment J – Price Sheet submitted is complete, reflects reasonable costs for the service being proposed, and all costs are necessary to provide the proposed services". I understand that the Attachment J, which has been submitted by the date and time required in the RFP, will be evaluated in accordance with Attachment F.
<input type="checkbox"/>	<b>Cross Reference Table – Volume 1, Tab 1</b>

	<p>In order to assist the Respondent in its development of a responsive submittal (i.e. response, proposal), the Respondent shall provide a table that cross-references the contents of its response with the contents of the RFP (see Attachment O to this RFP for the cross-reference table.) This is a requirement. The Respondent shall insert the cross-reference table in Volume 1, Tab 1, just after the Transmittal Letter. Respondents are advised that the Department's ability to conduct a thorough review of responses is dependent on the Respondents ability and willingness to submit responses which are well-ordered, detailed, comprehensive, and readable. Clarity of language and adequate, accessible documentation is essential, and is the responsibility of the Respondent.</p>
<input type="checkbox"/>	<p><b>Drug-Free Workplace Certification &amp; Tie Breaking Certifications – Volume 1, Tab 2</b>  The proposal may contain the certification of a drug-free workplace in accordance with section 287.087, Florida Statutes (if desired by the Respondent) for preference in the event of a tie in the scoring of a competitive solicitation. This is not a mandatory requirement. The certification form (Attachment K) is available at: <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration">http://www.djj.state.fl.us/partners/procurement-and-contract-administration</a>.</p>
<input type="checkbox"/>	<p><b>Technical Proposal – Volume 1, Tab 3</b>  The Technical Proposal (described below) shall be prepared in the format listed below formatted 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.</p>
<input type="checkbox"/>	<p><b>1. PREA Auditing and Services Sought</b>  The Respondent shall provide a proposal that demonstrates the knowledge and understanding of the desired PREA auditing services identified in the Services Sought.</p>
<input type="checkbox"/>	<p><b>a. Methodology and Sampling Size Utilized</b>  The Respondent shall propose an outline of the Schedule of Audit Activities to ensure the assigned facilities are accurately assessed for compliance through conducting on-site inspections, observing program, detention staff and contractors, individually-interviewing a sampling of youth, reviewing a sampling of videotapes from residential and detention facilities, conducting detailed reviews of youth records, and other pertinent documents and reports.</p>
<input type="checkbox"/>	<p><b>b. Frequency and Completion of Tasks</b>  The Respondent shall propose the Services Sought, completion of the service tasks, and address the appropriate frequency and timeframes of the proposed services, to ensure the PREA audit reports are completed in a timely manner.</p>
<input type="checkbox"/>	<p><b>c. Managements Approach to Plan, Control and Manage the Services</b>  The Respondent shall describe their approach to plan, control, and manage the services, in accordance with requirements identified in Attachment A, Services Sought.</p>
<input type="checkbox"/>	<p><b>d. Organizational Structure and Oversight</b>  The Respondent shall describe the organizational structure and oversight to be provided that shall ensure the assigned juvenile residential and detention facilities are observed, assessed and supported for the service required in accordance with requirements identified in Attachment A, Services Sought.</p>
<input type="checkbox"/>	<p><b>e. Staffing Required to Deliver Services</b>  The Respondent shall describe the number and type of staff to perform service, inclusive of required management staff positions and key personnel that are required in order to deliver services as specified in the RFP.</p>
<input type="checkbox"/>	<p><b>f. Qualifications and Licensure of Management and Key Personnel</b>  The Respondent shall identify professional qualifications and licensure of all management personnel and key personnel that are required in order to deliver services as specified in the RFP.</p>

<input type="checkbox"/>	<p><b>g. Training and Certification</b> The Respondent shall describe any training(s)/certification(s) required for staff to perform services as specified in the RFP.</p>
<input type="checkbox"/>	<p><b>h. Schedule of Audit Activities</b> The Respondent shall outline the Schedule of Audit Activities to ensure the assigned facilities are accurately assessed for compliance through conducting on-site inspections, observing programs and activities, interviewing pertinent administrators, professional staff, juvenile residential program staff, detention staff and contractors, individually-interviewing a sampling of youth; reviewing a sampling of videotapes from residential and detention facilities, conducting detailed reviews of youth records and other pertinent documents and reports.</p>
<input type="checkbox"/>	<p><b>i. Implementation of Services</b> The Respondent shall provide a detailed plan of implementation for the Services Sought at each facility for the duration of the funding period.</p>
<input type="checkbox"/>	<p><b>j. Timeline of Proposed Activities of Services and Deliverables</b> The Respondent shall include a detailed timeline for each facility outlining all the proposed activities (including anticipated dates of start and completion) of services and deliverables.</p>

<b>FINANCIAL PROPOSAL – VOLUME 2</b>	
<input type="checkbox"/>	<p><b>Attachment J - Price Sheet – Volume 2, Tab 1</b> It is <b>Mandatory</b> that the Respondent complete and submit in Tab 1 of Volume 2 a signed Attachment J - Price Sheet.</p>
<input type="checkbox"/>	<p><b>Certified Minority Business Enterprise (CMBE) Utilization Plan – Volume 2, Tab 2</b> 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 Utilization Plan (available at <a href="http://www.djj.state.fl.us/partners/procurement-and-contract-administration">http://www.djj.state.fl.us/partners/procurement-and-contract-administration</a>) of the RFP. The Respondent shall also include documentation supporting the CMBE 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 (1) 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 Utilization Plan.</p>

<b>PROVIDER PERFORMANCE – VOLUME 3</b>	
<b>Evaluation of Past Performance for PREA Auditing Services - Volume 3, Tab 1</b>	
	The purpose of this section is for the Respondent to prove they have completed PREA auditing services during 2020 or 2021, by providing information requested on Attachment D.
<input type="checkbox"/>	The Respondent may provide documentation that proves the Respondent has completed PREA auditing services for 2019 or earlier. <ul style="list-style-type: none"> <li><input type="checkbox"/> Respondents shall attach dated supporting documentation for Attachment D.</li> <li><input type="checkbox"/> The Respondent may provide documentation that proves the Respondent has completed PREA auditing services for 2019 or earlier.</li> </ul>

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

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

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

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