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 ($\sqrt{}$) 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**.

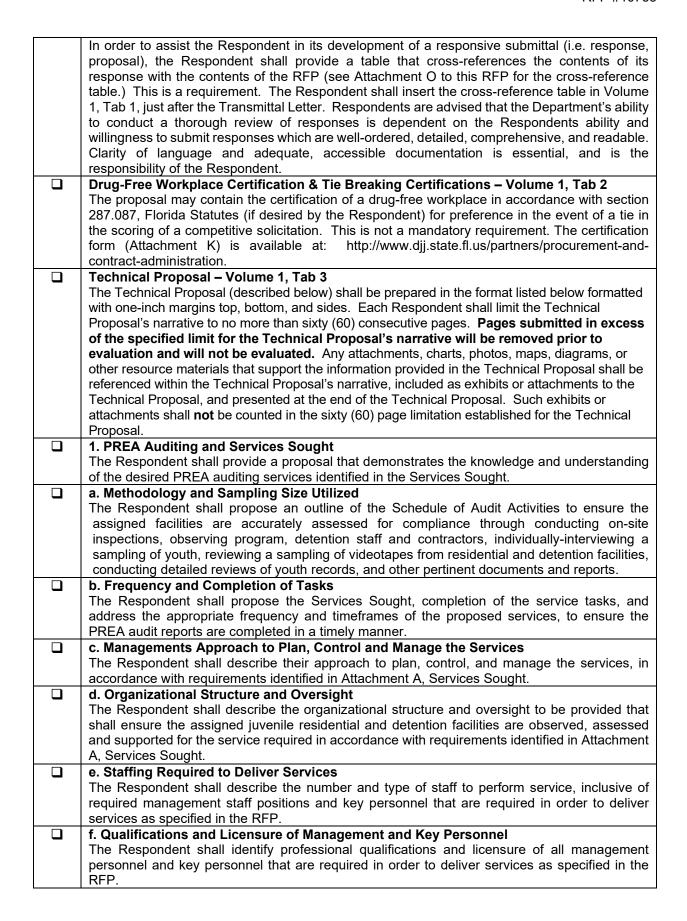
Select either Electronic Upload Proposal or Hardcopy with CD-ROM Proposal by placing a checkmark ($\sqrt{}$) in the boxes next to the tasks associated with your submission choice.

| In the boxes next to the tasks associated with your submission choice. | | |
|--|---|--|
| Electronic Upload Proposal | | |
| | 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. | |
| | If your organization does not use a Microsoft account, a free account can be created through | |
| | Microsoft at https://www.office.com. This step must be completed first, prior to submitting the | |
| | DJJ Bid Library registration request. The email address used to create the Microsoft account | |
| | should be utilized in the registration request to the Procurement Manager. | |
| | 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. | |
| | Submission Alternative | |
| | 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.). | |
| | 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. | |
| | • | |

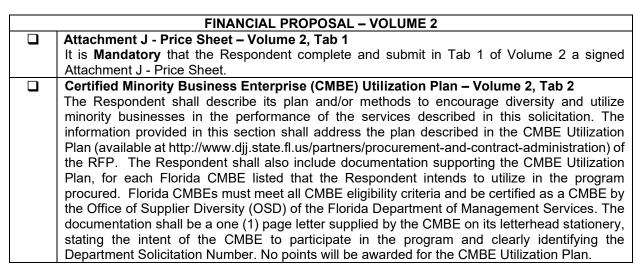
| MANDATORY REQUIREMENT | |
|---|--|
| (Attachment B, V.) | |
| It is MANDATORY that the Respondent submit its proposal within the time frame specified in | |
| the Calendar of Events (Attachment B, Section IV., A.). | |
| It is MANDATORY that the Respondent submit documentation that proves the Respondent has | |
| completed PREA auditing services during 2020 or 2021 (Attachment D). | |
| It is MANDATORY 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. | |

| It is MANDATORY that the Respondent is a current certified PREA Auditor. The Respondent |
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| must submit documentation that they meet all the requirements in Attachment A, Section VI., |
| PREA Auditor Qualifications. |

| | TECHNICAL PROPOSAL – VOLUME 1 | | | |
|---|--|--|--|--|
| | (Attachment B, XX.) Transmittal Letter – Volume 1, Tab 1 | | | |
| • | Transmittal Letter – Volume 1, 145 1 Transmittal Letter is on Respondent's letterhead. | | | |
| | Transmittal Letter is signed by an individual authorized to bind the Respondent. | | | |
| | · | | | |
| | □ official company name; | | | |
| | □ company address; | | | |
| | telephone number; | | | |
| | email address; | | | |
| | 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); | | | |
| | ☐ 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; | | | |
| | □ DUNS #, if applicable, and if not applicable, a statement saying so. | | | |
| | If entity is "DBA" or "Doing Business As", the Respondent shall state the reason for it. | | | |
| | 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. | | | |
| | 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. | | | |
| | 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. | | | |
| | 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)". | | | |
| | 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. | | | |
| | Cross Reference Table – Volume 1, Tab 1 | | | |
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| g. Training and Certification | | |
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| The Respondent shall describe any training(s)/certification(s) required for staff to perform | | |
| services as specified in the RFP. | | |
| h. Schedule of Audit Activities | | |
| 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. | | |
| i. Implementation of Services | | |
| The Respondent shall provide a detailed plan of implementation for the Services Sought at each | | |
| facility for the duration of the funding period. | | |
| j. Timeline of Proposed Activities of Services and Deliverables | | |
| 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. | | |



| PROVIDER PERFORMANCE – VOLUME 3 | | | |
|---------------------------------|---|--|--|
| | Evaluation of Past Performance for PREA Auditing Services - Volume 3, Tab 1 | | |
| | 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. | | |
| | The Respondent may provide documentation that proves the Respondent has completed PREA auditing services for 2019 or earlier. Respondents shall attach dated supporting documentation for Attachment D. The Respondent may provide documentation that proves the Respondent has completed PREA auditing services for 2019 or earlier. | | |

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: | |