

**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 Request for Proposal (RFP) #10721. 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.

Electronic Upload Proposal	
<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 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.
<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), Attachment H (Volume 2, Tab 1), Attachment K (Volume 1, Tab 2), Attachment Q (Volume 1, Tab 1) and Attachment S (Volume 1, Tab 2), the financial viability documentation (Volume 2, Tab 3), are the only documents which can be saved in a PDF format.

MANDATORY CRITERIA (Attachment B, V.)	
<input type="checkbox"/>	It is MANDATORY that the Respondent submit its complete proposal within the time frame specified in the Calendar of Events (Attachment B, Section IV., A.). A proposal is considered complete if it contains all of the required documents listed in Attachment B, section XX.
<input type="checkbox"/>	It is MANDATORY that the Respondent submit a completed Attachment H – Price Sheet. A separate Attachment H - Price Sheet is required for each Circuit for which the Respondent is submitting a proposal.

TECHNICAL PROPOSAL – VOLUME 1 (Attachment B, XX.)	
<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"> <input type="checkbox"/> official company name; <input type="checkbox"/> company address; <input type="checkbox"/> telephone number; <input type="checkbox"/> email address;

	<input type="checkbox"/> name and title of the Respondent official who will sign any rate agreement; <input type="checkbox"/> Federal Employee Identification #, including the Florida Vendor Sequence #, if available, and if not available, a statement saying so; <input type="checkbox"/> DUNS #, if applicable, and if not applicable, a statement saying so; and <input type="checkbox"/> If entity is "DBA" or "Doing Business As", the Respondent shall state the reason for it.
<input type="checkbox"/>	The transmittal letter must contain the following 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 Request for Proposal 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/Rate Agreement 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.
<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 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."
<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 sections 215.472, 215.4725, 215.473, and 287.135, F.S.)".
<input type="checkbox"/>	The Transmittal Letter must contain this exact statement: "On behalf of (insert Respondent's name), this letter certifies that the Attachment H – 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 H – Price Sheet, which has been submitted by the date and time required in the RFP, will be evaluated on a pass/fail basis in accordance with Attachment F.
<input type="checkbox"/>	The Respondent shall insert the Transmittal Letter in Volume 1, Tab 1, after the Proposal Verification Form.
<input type="checkbox"/>	Cross Reference Table – Volume 1, Tab 1 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.
<input type="checkbox"/>	Drug-Free Workplace Certification & Tie Breaking Certifications – Volume 1, Tab 2 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>Technical Proposal – Volume 1, Tab 3</p> <p>The Technical Proposal (described below) must be typed, on letter-sized (8½" x 11") paper, using 12-point type, TIMES NEW ROMAN font, single-spaced, and 1-inch margins (top, bottom and sides). Each Respondent shall limit the Technical Proposal's narrative to no more than sixty (60) consecutive pages. Pages must be numbered in a logical, consistent fashion and must not exceed sixty (60) pages including attachments and exhibits (excluding Department-required Attachments, e.g. Organizational Chart, Activity Schedule, etc.) 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 floorplans, exhibits, attachments, charts, tables, 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 sixty (60) page limitation established for the Technical Proposal. <u>Illegible proposals will not be evaluated, and pages submitted in excess of the specified limit will be removed prior to evaluation and will not be evaluated.</u></p> <p>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>
☐	<p><u>Introductory Statement</u></p> <p>This section should be introductory statement of the general strategy and methodology that will be used to achieve the project goals.</p>
☐	<p><u>Management Capability</u></p> <p>a. This section shall identify the Respondent's company management capability to manage service delivery.</p> <p>b. This section shall also provide a copy of the Respondent's corporate organizational chart and provide a description of the corporate organizational structure that indicate sufficient management capability to perform or provide oversight of the services required.</p> <p>c. This section shall describe the internal quality improvement process utilized to identify problems and improve processes.</p>
☐	<p><u>General Description of Sex Offender Treatment Services</u></p> <p>a. This section shall describe the company's understanding of the juvenile justice system, and the need for Psychosexual Evaluation and Juvenile Sex Offender Treatment Services (PEJSOT).</p> <p>b. This section, the Respondent shall demonstrate an understanding of the overall goal of comprehensive evaluations for juveniles referred by the Department.</p> <p>c. This section, the Respondent shall provide a description of the focus and goals of sex offender treatment services as specified by the RFP for the youth and families.</p>
☐	<p><u>Understanding of Population and Past Experience</u></p> <p>a. This section shall describe the Respondent's past experience serving juvenile sex offender population.</p> <p>b. This section shall describe the Respondent's understanding of specific issues that juvenile youth face.</p> <p>c. This section shall describe the Respondent's understanding of the Department's philosophy of services, rehabilitation, and treatment to juveniles, as outlined in the Roadmap and JJIS Project. Information related to the Department's Roadmap of Systems Excellence can be found at: http://www.djj.state.fl.us/roadmap-to-system-excellence/ and information related to the Juvenile Justice System Improvement Project (JJSIP) can be found at: http://www.djj.state.fl.us/research/latest-initiatives/juvenile-justice-system-improvement-project-(jjsip)/.</p>
☐	<p><u>Admission/Acceptance for Services</u></p> <p>This section shall provide a description of the Respondent's intake/acceptance process when a youth is accepted for services upon referral from the Department as required by the RFP and the timeframes associated with implementation of services.</p>

<input type="checkbox"/>	<u>Discharge/Termination of Services</u> This section shall provide a description of the discharge process to be performed when a youth has successfully completed the program and is deemed ready for discharge/termination from services. Include a copy of the Discharge Summary Report as required by the RFP.
<input type="checkbox"/>	<u>Psychosexual Testing/Assessment and Evaluation</u> This section shall a description of the Psychosexual Testing/Assessment Evaluation that will be utilized on youth, including timeframes and tools to be utilized. Respondent is to provide a redacted sample evaluation.
<input type="checkbox"/>	<u>Psychosexual Evaluation Reports</u> The Respondent shall describe the process for developing the Psychosexual Evaluation Reports, along with the timeframes required for report submission. Provide a redacted sample evaluation report.
<input type="checkbox"/>	<u>Individualized Treatment Plan (ITP)</u> The Respondent is to describe their methodology for developing treatment plans for youth which are individualized, specific and contain measurable objectives for the youth and describe the process and timeframes for review, modification/update, sign-off and documentation of these activities. Provide a redacted sample treatment plan.
<input type="checkbox"/>	<u>Individual Juvenile Sexual Offender Counseling/Therapy</u> The Respondent shall provide a description of the Individual Juvenile Sex Offender Counseling/Therapy to include length of therapy and therapeutic model to be used.
<input type="checkbox"/>	<u>Group Juvenile Sexual Offender Counseling/Therapy</u> This section shall describe the group Juvenile Sexual Offender Counseling/Therapy to include length of therapy and therapeutic model to be used.
<input type="checkbox"/>	<u>Family Juvenile Sexual Offender Counseling/Therapy</u> This section shall describe the Family Juvenile Sexual Offender Counseling/Therapy to include length of therapy and therapeutic model to be used.
<input type="checkbox"/>	<u>Informed Consent/Records Release</u> This section shall provide a detailed description of the procedure for obtaining informed consent in accordance with the RFP requirement. Provide a copy of the informed consent form.
<input type="checkbox"/>	<u>Reporting and Documentation and Record Management</u> a. This section shall include a detailed description of the Respondent's approach to meeting all reporting requirement and methodology of comply with same. b. This section shall provide a detailed written description for ensuring confidentiality and the required management and condition of client records.
<input type="checkbox"/>	<u>Staffing/Personnel</u> This section shall include a detailed description of the Respondent's staff back-up plan (plan for covering planned or unplanned absences, staff vacations, and filling vacancies) which demonstrates there will be qualified staffing available to provide services as needed and ensure little to no interruption of services.
<input type="checkbox"/>	<u>Understanding of Service Implementation/Completion of Timeframes</u> This section shall describe the process for accepting referrals, scheduling appointments and the timeframes associated with initiating face-to-face contact with a referred youth and completing service delivery and submitting required reports.
<input type="checkbox"/>	<u>Service Location and Times</u> a. This section shall provide a detailed description of the proposed service location(s) (including places in the community) (in the Circuits proposed) that best meet the needs of the referred youth and where services will be made available. b. This section shall provide a detailed description of the times/hours that PEJSOT services will be made available.
FINANCIAL PROPOSAL – VOLUME 2	
<input type="checkbox"/>	Budget – Volume 2, Tab 1 a. The Respondent shall complete and submit Attachment H – Price Sheet. A separate Attachment H is required for each Circuit for which the Respondent is submitting a proposal.

	<p>b. The rates (prices proposed) must include all services, material and labor necessary to complete the services found in Attachment A, Services Sought, as specified in this RFP and the Respondent's proposal.</p> <p>c. Any projected cost not captured in the Attachment H will be the responsibility of the awarded Provider.</p>
<input type="checkbox"/>	<p>Certified Minority Business (CMBE) Subcontracting Utilization Plan – Volume 2, Tab 2 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>
<input type="checkbox"/>	<p>Client Contact List (Volume 3, Tab 1) It is required that the Respondent submit an Attachment T (Client Contact List) with a minimum of three references.</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: _____