

**STATE OF FLORIDA
DEPARTMENT OF CHILDREN AND FAMILIES
SUBSTANCE ABUSE AND MENTAL HEALTH**



REQUEST FOR PROPOSAL

DCF RFP 2122 029

FIRST RESPONDER REGIONAL SUPPORTS

Release Date: **DECEMBER 3, 2021**

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SECTION 1. INTRODUCTION

1.1 Introduction to the Procurement

The Department of Children and Families (Department), Office of Substance Abuse and Mental Health (SAMH) is seeking non-profit organizations in each of the Department's six regions to provide regional prevention and early intervention services to first responders and their families. The goal of this project is to enhance access to information and referral supports, linkages to community services and follow up supports to mitigate the impact of traumatic stress among first responders, as defined in s. 112.1815, F.S., and their families.

Any person interested in participating must comply with the terms of this solicitation.

1.2 Term of the Agreement

The anticipated start date of the resulting contract is March 1, 2022. The anticipated duration of the contract is through June 30, 2022. Renewals, shall comply with s. 287.057(13), F.S.

1.3 Contact Person and Procurement Officer

The sole contact point for communication (which will only be accepted in writing) regarding this solicitation is:

Michele Staffieri, Procurement Officer
2415 N. Monroe Street
Suite 400, B-109
Tallahassee, FL 32303

The preferred means of contact is by Email: Michele.staffieri@myflfamilies.com.

1.4 Official Notices

All notices, decisions, intended decisions, addenda, Notices of Intent to Award, and other matters relating to this solicitation will be posted on the Department of Management Services (DMS) Vendor Bid System (VBS) located at: http://www.myflorida.com/apps/vbs/vbs_main_menu

It is the responsibility of vendors to check VBS for addenda, notices of decisions and other information or clarifications to this solicitation. Posting on VBS is the only official notice for determinations of timeliness of protests (see 1.5).

1.5 Protests

Any protest concerning this solicitation shall be made in accordance with sections 120.57(3) and 287.042(2), F.S., and Rule Chapter 28-110, Florida Administrative Code (F.A.C.).

Failure to file a protest within the time prescribed in s. 120.57(3), F.S., 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, F.S.

Notices of Protest must be filed with the Clerk of Agency Proceedings (Agency.Clerk@myflfamilies.com).

SECTION 2. SOLICITATION PROCESS

2.1 General Overview of the Process

Proposals from responsible and responsive vendors are eligible for evaluation. By submitting a proposal, the vendor agrees to each of the certifications listed in this solicitation unless otherwise indicated.

The Department may request vendor presentations.

2.2 Limitations on Contacting Department Personnel and Others

In accordance with s. 287.057(23) F.S., “respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state approved 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 proposal.”

2.3 Timeline

| Activity | Date | Time Eastern | Address | Section Reference |
|---|------------|--------------|---|-------------------|
| Solicitation advertised and released on VBS: | 12/3/2021 | | VBS Electronic Posting site: http://myflorida.com/apps/vbs/vbs_main_menu | 1.4 |
| Written questions must be received by: | 12/10/2021 | 2:00 PM | See Section 1.3 | 2.6 |
| Department’s response to questions: | 12/20/2021 | | VBS Electronic Posting site: http://myflorida.com/apps/vbs/vbs_main_menu | 2.6 |
| Sealed proposal must be received by the Department: | 1/17/2022 | 2:00 PM | See Section 1.3 | 2.7 |
| *Proposal opening: | 1/18/2022 | 3:00 PM | | 2.7.3 |
| Anticipated Posting of intended contract award: | 2/17/2022 | | DMS VBS Electronic Posting site: http://myflorida.com/apps/vbs/vbs_main_menu | 5.2.5 |
| Anticipated Effective date of contract: | 3/1/2022 | | N/A | 1.2 |

All meetings noted with an asterisk () are public meetings.

2.4 Woman--, Veteran--, and Minority-owned Small Businesses Participation

Woman--, Veteran--, and Minority-owned Small Businesses are encouraged to participate in any scheduled conferences, conference calls, or pre-solicitation meetings. All vendors shall be accorded fair and equal treatment. For questions about registering to identify your Small Business as a Woman--, Veteran--, or Minority-owned Small Businesses visit: https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd

2.5 Pre-solicitation Conference

A Pre-solicitation Conference will not be held for this solicitation.

2.6 Written Questions and Department Answers

Vendor questions for which binding Department answers are desired must be addressed as permitted in **Section 1.3**, using the template provided in **APPENDIX III**, and received by the Procurement Officer on or before the dates and time specified in **Section 2.3**.

2.7 Receipt of Proposals

2.7.1 Proposal Deadline

Replies must be received by the Procurement Officer no later than the date and time and at the address provided in **Section 2.3**. Vendors are exclusively responsible for timely delivery of replies to the Procurement Officer. At the sole discretion of the Department, any replies that are not received by the specified date and time, may be not be evaluated. The transmittal to the Department's contact person remains the responsibility of the prospective vendor and the risk of non-receipt or delayed receipt shall be borne exclusively by the prospective vendor. See **Section 4.1** for detailed instructions for submission.

2.7.2 Proposal Withdrawal and Amendment

Vendors may withdraw, or withdraw and replace, previously submitted sealed proposals on or before the date and time specified for sealed proposals to be received by the Department.

2.7.3 Binding Proposal

Vendors are bound by their proposals until the latter of 60 calendar days after the proposal opening or the closing of all opportunities for protest or appeal.

2.7.4 Cost of Preparation of Proposal

The Department will not pay any costs incurred in responding to this solicitation.

2.8 Form PUR 1001

The standard "General Instructions to Respondents" Form PUR 1001 (10/06) is hereby incorporated into this solicitation by reference as if fully recited herein. In the event of any conflict between Form PUR 1001 and this solicitation, the terms of this solicitation shall take precedence over Form PUR 1001, unless the conflicting term is required by Florida law, in which case the term contained in Form PUR 1001 shall take precedence. Form PUR 1001 is available at:

http://www.dms.myflorida.com/media/purchasing/pur_forms/1001_pdf.

2.9 Department's Discretion

The Department may:

- 2.9.1** Determine whether a vendor is responsible, as defined in s. 287.012, F.S.
- 2.9.2** Waive minor irregularities when doing so would be in the best interest of the State of Florida.
- 2.9.3** Withdraw the solicitation or reject all proposals at any time.
- 2.9.4** Select more than one vendor for the commodities and contractual services encompassed by this solicitation.
- 2.9.5** Withdraw or amend its Notice of Award.
- 2.9.6** Award contract(s) for a reduced scope of the commodities and contractual services encompassed by this solicitation.

SECTION 3. SPECIFICATIONS

3.1 Definitions

3.1.1 Behavioral Health Services

Mental health services and substance abuse prevention and treatment services as described in Chapters 394 and 397, F.S.

3.1.2 First Responder

As defined by s. 112.1815(1), F.S., including 911 Public Safety Telecommunicators as defined by s. 401.465, F.S.

3.1.3 Managing Entity

As defined by s. 394.9082(2)(e), F.S.

3.1.4 Network Service Provider

A direct service agency providing behavioral health services that is under contract with a Managing Entity.

3.2 Minimum Programmatic Specifications

This section outlines the service components and minimum specifications. Not all service components are required, however, vendors are encouraged to incorporate these components toward developing a comprehensive and sustainable approach to providing regional prevention and early intervention services to first responders and their families. Each selected vendor shall coordinate with the Managing Entity responsible for the coordinated system of care in their region. See **Appendix XIII** for a crosswalk of the Department's regions and the Managing Entity regions.

See **Section 4.1** for the details that must be included in any proposal submitted in response to this RFP.

3.2.1 Required Service Components

The maximum award for these service components is \$1,200,000 per region.

3.2.1.1 Information and Referral

Each selected vendor shall create or expand existing regional information and referral toll-free telephone access services to address the behavioral health needs of first responders and their families by developing and maintaining a resource database capable of storing information about access to and the availability of both publicly and privately funded behavioral health services available to first responders and their families within the region, statewide and nationally. For each behavioral health service identified and stored in the database, the database shall contain the following information, at a minimum:

- 3.2.1.1.1** Hours of operation.
- 3.2.1.1.2** Ages and genders of individuals served.
- 3.2.1.1.3** Nature and description of services offered.
- 3.2.1.1.4** Eligibility requirements.
- 3.2.1.1.5** Contact information.
- 3.2.1.1.6** Fee schedule, if available.
- 3.2.1.1.7** Capacity and availability.
- 3.2.1.1.8** Intake procedure.

The Information and Referral service shall include information tailored to address the community resource needs of first responders and their families. At minimum, the information must include validated community resources available for behavioral health needs, housing and shelter needs, primary healthcare needs,

employment and financial support needs, childcare and family support needs, utility and transportation needs, food and other household needs, and access to all government-sponsored resource programs. Each selected vendor shall validate database content via direct communication with each listed service provider, community resource, or other listed program.

The Information and Referral service shall ensure resource information is accessible to the target population, to all information and referral staff responsible for providing outreach and initial engagement, and to First Responder Peers responsible for individualized engagement with the target population. The term First Responder Peers in this solicitation means a “First responder peer” as defined in s. 111.09(1)(b), F.S.

3.2.1.2 First Responder Peers

Each selected vendor shall provide a network of local First Responder Peers, as defined in s. 111.09, F.S. to facilitate access to and engagement with services and supports addressing overall wellbeing, such as primary physical health care, behavioral healthcare, housing, and social connectedness.

First Responder Peers shall comply with the provisions of s. 111.09, F.S., and must be knowledgeable about the full continuum of local resources including behavioral health providers, health care, and tangible needs of first responders and their families.

First Responder Peers shall be appropriately trained and capable of guiding individuals to eligibility-based programs, behavioral health service providers or other community resources. Training shall ensure First Responder Peers can conduct individualized safety assessments, provide substance use screening and suicide prevention or intervention services, and facilitate active linkages and coordination with identified services and supports.

Services may be provided in-person, web-based, telephone-based or any combination thereof. After the initial assessment and screenings, First Responder Peers shall follow-up with individuals at a minimum of 30, 60 and 90 days, to identify any obstacles to accessing services and provide assistance as needed.

3.2.1.3 Public Awareness

Each selected vendor must implement a public awareness campaign to promote the availability of services for first responders and their families. The campaign must target the entire region and may be accomplished through a combination of marketing mediums and platforms, including social media, print, radio, digital, television, billboards, or other mediums. All campaign materials and activities must address the cultural and linguistic needs of the region and must be approved by the Department.

Each selected vendor shall collaborate with first responder departments and organizations, local and regional stakeholders, governmental entities, and behavioral health and social service providers to maximize campaign reach and effectiveness.

3.2.2 Optional Service Components

3.2.2.1 Behavioral Health Services

The maximum award for this service component is \$400,000 per region.

Each selected vendor shall coordinate or subcontract with one or more Network Service Provider(s) for the provision of Department-funded behavioral health services as defined in Rule 65E-14.021, F.A.C., to uninsured and underinsured first responders and their families, subject to the financial eligibility provisions of s. 394.674, F.S. The Department may require the vendor to contract with a Managing Entity should the need arise to meet increase needs.

3.2.2.2 Strategic Planning

The maximum award for this service component is \$250,000 per region.

Each selected vendor shall initiate or expand strategic planning efforts designed to expand behavioral health prevention efforts and promote wellbeing for first responders and their families. Strategic planning may be regional or may focus on specific local communities or agencies, but must target locations where first-responder specific resource gaps have been identified.

The resulting strategic plan must address the following core elements:

3.2.2.2.1 Strategies to coordinate with first responder agencies, local and regional stakeholders, governmental entities, and behavioral health and social service providers.

3.2.2.2.2 Strategies to develop or implement Behavioral Health Access Programs (BHAP) within first responder agencies. A BHAP is a comprehensive operationalized plan clearly specifying first responder and family needs, locally available services to address the needs, and expected standards of care in the provision of services.

3.2.2.2.3 Strategies to identify and address first responder wellness training needs in areas such as stress management, self-care, suicide prevention, substance use and misuse, coping skills, conflict resolution, and resiliency in response to traumatic workplace exposure.

3.2.2.2.4 Funding strategies to ensure successful implementation and sustainability of the programs and strategies implemented as the result of any award under this solicitation.

3.2.3 Implementation Timetable

Each selected vendor shall adhere to a negotiated timetable for implementation of each service component, including:

3.2.3.1 Start date for Information & Referral Services specified in **Section 3.2.1.1**.

3.2.3.2 Start date for First Responder Peer Services specified in **Section 3.2.1.2**.

3.2.3.3 Start date for the Public Awareness Campaign specified in **Section 3.2.1.3**.

3.2.3.4 Execution date for subcontract agreement(s) with selected Network Service Provider(s) for behavioral health services specified in **Section 3.2.2.1**, if applicable.

3.2.3.5 Start and completion dates for Strategic planning specified in **Section 3.2.2.2**, if applicable.

3.3 Minimum Financial Specifications

3.3.1 Funding Sources

Funding for these services is provided by the American Rescue Plan Act of 2021.

3.3.2 Allowable Costs

All proposed costs must be in accordance with the Department of Financial Services Reference Guide for State Expenditures, which may be located at:

www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf

3.3.3 No Cost-of-Living Increases

The Department does not fund cost-of-living increases.

3.3.4 Local Match

Pursuant to s. 394.76(3)(b), F.S., local matching funds are required on a 75-to-25 state-to-local ratio, subject to specific exemptions detailed in ch. 65E-14.005, F.A.C. A contract will not be awarded unless the proposal demonstrates available local resources. A cash match is **not** required. Refer to ch. 65E-14.005, F.A.C. for standards on allowable match elements.

3.3.5 Expenditure Report

The successful vendor will be required to submit a quarterly detailed report documenting the expenditure of funds provided by the Department, using form CF-MH 1037, Actual Expenses and Revenues Schedule as incorporated in Rule 65E-14.003(1)(c), F.A.C. The expenditure report may be used to negotiate payment in any contract renewal, or to amend contract rates. If the expenditure report identifies unearned income at the end of the third quarter of any state fiscal year, a justification and explanation with assurance of reconciliation with the final invoice must be submitted to the Department for approval. If the Department does not approve the justification and explanation, the funds must be returned to the Department forthwith.

3.3.6 Administrative Costs

Administrative Costs, including any indirect costs that are administrative in nature, must not exceed ten percent of the total operating costs of the proposed program budget.

3.3.7 Financial Consequences

In addition to the terms and conditions stated in the Department's **STANDARD CONTRACT PART 1 (APPENDIX VIII)** and pursuant to s. 215.971, F.S., the Department's financial consequences shall apply for failure to perform the minimum level of service required.

3.4 Composition of the Contract

The contract awarded as a result of this solicitation will be composed of:

3.4.1 Department's Standard Contract

The Department's **STANDARD CONTRACT PART 1 (APPENDIX VIII)** contains general contract terms and conditions required by the Department for all vendors. After award, the Department will negotiate specific terms of **STANDARD CONTRACT PART 2 (APPENDIX IX)** to establish contract terms and conditions governing the performance of work, the clients to be served, required deliverables, performance standards, and compensation.

3.4.2 Form PUR 1000

Form PUR 1000 is incorporated by reference into the Department's Standard Contract. In the event of any conflict between Form PUR 1000 and this solicitation, the terms of this solicitation shall take precedence over Form PUR 1000, unless the conflicting term is required by Florida law, in which case the term contained in Form PUR 1000 shall take precedence. Form PUR 1000 is available at:

https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms

3.4.3 Other Attachments or Exhibits

All other attachments and exhibits to the contract referenced in this solicitation shall also be part of the resulting contract, if any.

3.4.4 Vendor Proposal

The vendor's proposal and any additional submittals, if incorporated into or attached to the contract.

3.5 Order of Precedence

In the event of conflict within any two or more documents within the contract documents listed in **Section 3.4**, the earlier listed document shall control (e.g. Section 3.4.2. will control over 3.4.3).

3.6 Supporting Documentation

This table lists the supporting documentation, and the associated link to download the supporting documentation.

| Subject | Description | Link |
|---|-----------------|---|
| General Contract Conditions | PUR 1000 | https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms |
| General Instructions to Respondents | PUR 1001 | https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms |
| Department of Financial Services Reference Guide for State Expenditures | Allowable Costs | www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf |
| Actual Expenses and Revenues Schedule | CF-MH 1037 | https://eds.myflfamilies.com/DCFFormsInternet/Search/DCFFormSearch.aspx |

SECTION 4. INSTRUCTIONS FOR RESPONDING TO THE SOLICITATION

4.1 How to Submit a Proposal

4.1.1 Electronic Submission

All proposals must be submitted by electronic means. Electronic submission of the proposal (including all required documents) must be in PDF format as an attachment to an email sent to the Procurement Officer's email address provided in **Section 1.3**. The software used to produce the electronic file must be Adobe portable document format ("pdf"), version 6.0 or higher. The Department must be able to be open and view the proposal utilizing Adobe Acrobat.

If the vendor considers any part of the document to be trade secret, the submission must include a separate electronic file in accordance with **Section 4.4**.

In the event the electronic file attachment is too large to be submitted in a single email, the vendor may utilize multiple emails so long as all required documents are delivered to the Procurement Officer by or before the date and time specified in **Section 2.3**. The Department can allow up to 100 MB for incoming attachments. The vendor email system must also allow for a 100 MB attachment. Zipping attachments will reduce file sizes.

4.1.2 Proposal Format

Proposals must be single-spaced on 8 1/2" x 11" format. Pages must be numbered in a logical, consistent fashion. Figures, charts, and tables should be numbered and referenced by number in the text. The proposal must be submitted in accordance with **Section 4.2** and **Section 4.3**.

4.2 Contents of the Proposal

4.2.1 Title Page

The first page of the proposal shall be a Title Page that contains the following information:

4.2.1.1 Title of solicitation.

4.2.1.2 Solicitation number.

4.2.1.3 Vendor's name and federal tax identification number.

4.2.1.4 Name, title, telephone number, email address and mailing address of person who can respond to inquiries regarding the proposal.

4.2.2 TAB 1: TABLE OF CONTENTS

Provide a table clearly demonstrating the order of the material and associated page number(s).

4.2.3 TAB 2: SPECIFICATIONS

4.2.3.1 Signature Authority

Include a signed certificate (**APPENDIX I**), completing either Section A (or providing a corporate resolution or other duly executed certification issued in the vendor's normal course of business) or Section B, demonstrating the person signing the proposal, and its statements and certifications, is authorized to make such representations and to bind the vendor.

4.2.3.2 Vendor Certifications

Include the Vendor Certifications Form (**APPENDIX II**) signed by the person named in the Certificate of Signature Authority as the Authorized Representative of the vendor and with "true" checked next to each of the Certifications (a) through (f).

4.2.4 TAB 3: EXECUTIVE OVERVIEW

Provide a brief executive overview demonstrating an understanding of the solicitation purpose and the needs specified in this solicitation. Include a brief description of the vendor's organization, leadership credentials, approach for services, management of performance specifications, and means of completing deliverables.

4.2.4.1 Vendor Corporate Information

4.2.4.1.1 Describe the vendor's approach and philosophy, including mission statement, core values, and vision.

4.2.4.1.2 Describe the vendor's organization and governance structure, depicting clear lines of authority including corporate affiliations, how the structure represents a lean, efficient, and effective administrative model, the experience and achievements in developing a governance model is designed to avoid conflicts of interest.

4.2.4.1.3 Provide the requested information below which will demonstrate the vendor's and subcontractor(s)' ability to successfully complete the work described in this solicitation and its appendices, attachments, exhibits, and referenced supporting documentation. The vendor's and any proposed subcontractor(s)' information shall be shown separately.

4.2.4.2 Subcontractor Information

Describe all proposed subcontracts, or the plan and approach to identify, recruit and retain subcontractors, and what services each will provide. Submit a completed **Subcontractor List (Appendix IV)** for each proposed subcontractor.

4.2.5 TAB 4: CORE TEAM QUALIFICATIONS (Limited to 2 pages)

4.2.5.1 Describe the qualifications and credentials of the vendor's leadership team. Explain why the leadership team is qualified to lead their organization in meeting the needs of this RFP, specifically working with and on behalf of first responders and their families. Include résumés for all key leadership personnel describing their work experience, education, and training as it relates to the requirements of this solicitation.

4.2.5.2 Describe the vendor's operational approach to recruitment, training, supervision, and retention of qualified personnel as described in this RFP. The proposal should address all applicable personnel grievance and conflict resolution practices. The vendor should explain how its organization, subcontractors, and staffing levels will best meet the performance standards required to perform properly. Describe the credentials applicable to human resources, quality assurance, financial, information technology, and other key professional level employees.

4.2.6 TAB 5: SERVICES APPROACH AND SOLUTION (Limited to 15 pages)

The proposal must include a description of the vendor's capacity and approach to providing the service components outlined in **Section 3.2**. To facilitate the evaluation process, the proposal should address and be formatted in a way that is clearly delineated for each of the service components specified in Section 3.2, as follows:

4.2.6.1 Needs Assessment

Provide a needs assessment clearly establishing an estimated number of persons likely to benefit from services provided as a result of this solicitation. The needs assessment must:

4.2.6.1.1 Identify the Department region in which services are proposed and the counties comprising the proposed service area.

4.2.6.1.2 Provide county-level detail identifying the number of first responder employer organizations, and the number of first responders and family members likely to be eligible for the proposed services.

4.2.6.1.3 Provide a regional estimated target number of persons to be served as a result of this solicitation, including a breakdown of persons by categories:

4.2.6.1.3.1 Law enforcement officers as defined in s. 943.10, F.S., including volunteers.

4.2.6.1.3.2 Firefighters as defined in s. 633.102, F.S., including volunteers.

4.2.6.1.3.3 Emergency medical technicians or paramedics as defined in s. 401.23, F.S., including volunteers.

4.2.6.1.3.4 9-1-1 Public safety telecommunicators as defined in s. 401.465, F.S.

4.2.6.1.3.5 Aggregate family members of the above categories.

4.2.6.1.4 Describe the statistical methodology used to establish the numbers of eligible persons and the target numbers to be served, including a description of data sources and any assumptions used to develop the needs assessment.

4.2.6.1.5 Include any relevant demographic, cultural, or social environmental factors impacting the needs assessment.

4.2.6.2 Required Service Components

Describe the approach to providing a comprehensive and sustainable system for regional prevention and early intervention services to first responders and their families.

4.2.6.2.1 Information and Referral

Provide an analysis of the information and referral resources currently available in the region, identifying gaps in coverage or information specific to first responders and their families. Describe how the vendor proposes to create or expand information and referral resources specific to first responders and their families, including:

4.2.6.2.1.1 Describe how the vendor will identify resources and support services within the region, including the details specified in **Section 3.2.1.1**, and the process for validating and updating resource availability.

4.2.6.2.1.2 Identify the database software system to be utilized and the capacity of the system to maintain the resource information and how the information will be available to staff responsible for providing outreach and initial engagement and Peer Navigators.

4.2.6.2.1.3 Identify staffing requirements, including recruitment strategies, minimum experience and qualifications and training requirements sufficient to ensure a culturally competent workforce with knowledge and expertise of the unique circumstances facing first responders and their families.

4.2.6.2.1.4 Describe how the vendor will track contacts made specific to this project, collect demographic information, connect individuals with peer-navigation services and document follow-up activities.

4.2.6.2.1.5 Describe how first responders and their families will be able to access the information and resources (i.e., telephone, text, in-person, etc.) and the estimated number of contacts to be made.

4.2.6.2.1.6 Identify the proposed days and hours of operation.

4.2.6.2.1.7 Identify the mechanism for connecting persons with community resources for housing and shelter needs, primary healthcare needs, employment and financial support needs, childcare and family support needs, utility and transportation needs, food and other household needs, and access to all government-sponsored resource programs.

4.2.6.2.1.8 Describe how these services will be sustained beyond the proposed contract term.

4.2.6.2.2 First Responder Peers

Describe the approach to engage and coordinate First Responder Peers to assist first responders and their families with identifying and accessing services and supports in their community, including:

4.2.6.2.2.1 Identify the number of First Responder Peers to be engaged and describe how the vendor will recruit, assess, train and monitor Peer Navigators.

4.2.6.2.2.2 Identify the specific qualifications, trainings, and any certifications that will be used to qualify an individual to provide Peer Navigator services.

4.2.6.2.2.3 Describe the tasks to be conducted by Peer Navigators, including how they will engage the target population, conduct initial assessment and screening necessary to determine the needs, hours of availability, and mechanisms for oversight and support.

4.2.6.2.2.4 Describe specific assessment tools to be utilized and how the vendor will ensure adherence to best practices.

4.2.6.2.2.5 Describe the process for referral to behavioral health and community resources, the mechanisms for follow-up activity to support successful engagement, and the quality assurance process used to monitor the effectiveness of services.

4.2.6.2.3 Public Awareness Campaign

Describe how the vendor proposes to develop and implement a public awareness campaign, including the campaign medium and platforms to be engaged, strategies to ensure effective reach to the target population throughout the service region and how the vendor will address the cultural and linguistic needs of the region. Provide an estimated number of impressions or contacts proposed to be reached for each element of the campaign.

4.2.6.2.4 Coordination

Describe how services will be coordinated with appropriate Managing Entities' first responder agencies, local and regional government agencies, behavioral health providers, primary healthcare providers and social service providers.

4.2.6.2.5 Data

Propose a minimum of 3 performance outputs and 5 quality outcome measures clearly associated with the target population and with the proposed approach to services. Include specific metrics, targets, methodologies, and reporting frequencies applicable to each proposed measure.

Describe the process, tools, and systems that will be implemented to ensure data collection, validation, evaluation, reporting, and security to document the use of funds awarded under this solicitation.

4.2.6.3 Optional Service Components

4.2.6.3.1 Behavioral Health Services

Describe the vendor's approach to connecting first responders and their families with Department-funded behavioral health services, including:

4.2.6.3.1.1 Describe mechanisms to be used to identify individual behavioral health treatment needs and to identify existing third-party payor resources the individual may access to address treatment needs.

4.2.6.3.1.2 Where third-party payor resources are unavailable for the indicated treatment need or are insufficient to adequately address the treatment needs, describe mechanisms to be used to assess the individual for eligibility for Department-funded services.

4.2.6.3.1.3 Describe mechanisms to ensure efficient referral to Network Service Providers under subcontract with a Managing Entity for the delivery of appropriate treatment services.

4.2.6.3.1.4 Describe mechanisms to ensure prompt invoicing, service validation, data outcome reporting, and payment processing of services provided with these funds.

4.2.6.3.1.5 Describe mechanisms to be used to ensure any treatment needs exceeding the service period under this solicitation can be addressed by a seamless transition of services to third-party payor resources.

4.2.6.3.2 Strategic Planning

Describe the vendor's approach to strategic planning to expand behavioral prevention efforts and promote wellbeing for first responders and their families, including:

4.2.6.3.2.1 Identify the specific geographic locations to be involved in strategic planning. Describe the identified resource gaps to be addressed during the strategic planning process.

4.2.6.3.2.2 Identify a lead organization or person for strategic plan development.

4.2.6.3.2.3 Identify a Strategic Planning Team including any local and regional agencies, government entities, behavioral health service providers, first responder organizations, social service agencies, stakeholders, experts and consultants to be engaged in the strategic planning process.

4.2.6.3.2.4 Describe the role and expertise of each member of the Strategic Planning Team.

4.2.6.3.2.5 Describe the mechanisms that will be used to maintain relationships with these entities, through Memoranda of Agreement, informal partnerships, contractual agreements, etc.

4.2.6.3.2.6 Describe the Strategic Plan process used to incorporate all the core elements outlined in **Section 3.2.2**.

4.2.6.3.2.7 Include a timeline, major goals, action steps, and responsible parties of the planning process in a manner ensuring completion of a draft Strategic Plan by the end the proposed contract term.

4.2.6.3.2.8 Describe the mechanisms used to formally adopt the Strategic Plan by all responsible parties in the specific location.

4.2.6.3.2.9 Describe funding strategies to ensure successful implementation and sustainability of the Strategic Plan and mechanisms to be implemented for ongoing evaluation and continuity following the proposed contract term.

4.2.6.4 Implementation Timetable

Provide a timetable describing the major milestones required for implementation of each required service component and each selected optional service components, including:

4.2.6.4.1 Start date for Information & Referral Services specified in **Section 3.2.1.1**.

4.2.6.4.2 Start date for First Responder Peer Services specified in **Section 3.2.1.2**.

4.2.6.4.3 Start date for the Public Awareness Campaign specified in **Section 3.2.1.3**.

4.2.6.4.4 Execution date for subcontract agreement(s) with selected Network Service Provider(s) for behavioral health services specified in **Section 3.2.2.1**.

4.2.6.4.5 Start and completion dates for Strategic planning specified in **Section 3.2.2.2**

4.2.7 TAB 6: SUPPORTING DOCUMENTATION

Provide attachments, exhibits or any other supporting documentation referenced in the proposal, labeled and tabbed accordingly. All supporting documentation must be formatted as specified in **Section 4.1**.

4.3 Content of the Financial Proposal

4.3.1 Financial Proposal Title Page

The first page of the proposal shall be a Title Page that contains the following information:

4.3.1.1 Title of solicitation.

4.3.1.2 Solicitation number.

4.3.1.3 Vendor's name and federal tax identification number.

4.3.1.4 Name, title, telephone number and address of person who can respond to inquiries regarding the proposal.

4.3.1.5 Name of program coordinator (if known).

4.3.2 TAB 1: TABLE OF CONTENTS

Provide a table clearly demonstrating the order of the material and associated page number(s).

4.3.3 TAB 2: FINANCIAL INFORMATION

4.3.3.1 Financial Management

Describe the vendor's current financial management and accounting systems, sufficient to demonstrate the vendor's capability to track and report the expenditure of funds associated with the provision of services under the proposed contract.

4.3.3.2 Proposed Service Efficiencies and Re-investment

Provide information on how the vendor plans to develop efficiencies in the services being provided. From this plan, the vendor shall show how the cost reduction or added services that are realized from these efficiencies will be re-invested into the required services.

4.3.3.3 Ongoing Approach to Reduce Administrative Costs and Expand Services

Provide the vendor's ongoing approach to reduce administrative cost, without affecting the quality of the services.

4.3.4 TAB 3: BUDGET SUMMARY

Provide a line-item budget summary using the **Project Budget Summary (APPENDIX VI)** to demonstrate a summary of all proposed project costs for the entire proposed contract period and any potential renewals. Proposed costs may not exceed the maximum award specified for each service component in **Section 3.2**.

4.3.5 TAB 4: BUDGET NARRATIVE

Provide a detailed list of all proposed project costs for the entire proposed contract period and any potential renewal using the **Budget Summary and Detail Instructions (APPENDIX V)**. The budget narrative must include the methodology used to calculate the total line-item cost, including the quantity of items to be funded, price per item and description of use.

4.3.6 TAB 5: LOCAL MATCH

Provide a **Match Summary (Appendix XII)**, summarizing the proportions of cash and in-kind match and a signed **Commitment of Match Donation (Appendix XI)**, from each match donor, to verify cash and attach valuation to in-kind contributions.

4.3.7 TAB 6: SUPPORTING DOCUMENTATION

Provide attachments, exhibits or any other supporting documentation referenced in the proposal, labeled and tabbed accordingly.

4.4 Public Records and Trade Secrets

4.4.1 How to Claim Trade Secret Protection

If the vendor considers any portion of the documents, data or records submitted in its proposal to be trade secret, as defined in s. 812.081(1)(c), F.S., and exempt from public inspection or disclosure pursuant to Florida's Public Records Law, the vendor must submit all such information in a separately bound document (or in the case of electronic media, in a manner compliant with **Section 4.1.4**, with the words "Trade Secret" included in the file name) clearly labeled "Attachment to Proposal, Solicitation No. – Trade Secret Material". Appropriate cross-references should be included in nonexempt materials. The first page of the electronic file and hardcopy documents must explain why the information in the document is a trade secret. This submission must be made no later than the proposal submittal deadline. Where such information is part of material already required to be submitted as a separately bound or enclosed portion of the proposal, it shall be further segregated and separately bound or enclosed and clearly labeled as set forth above in addition to any other labeling required of the material. If the vendor considers any portion of a submission made after its proposal to be trade secret the vendor must clearly label the submission as containing trade secret information (or in the case of electronic media, include "Trade Secret" in the relevant file names).

4.4.2 Vendor's Duty to Respond to Public Records Requests

In response to any notice by the Department that a public records request received by the Department encompasses any portion of the separately bound part of the vendor's proposal or other submissions labeled as "trade secret," the vendor shall expeditiously provide the Department, or the public pursuant to subsection 119.0701(2), F.S., with a redacted version of the document(s) and identify in writing the specific statutes and facts that authorize exemption of the information from the Public Records Law. If different exemptions are claimed to be applicable to different portions of the redacted information, the vendor shall provide information correlating the nature of the claims to the redacted information. The redacted copy must only exclude or obliterate only those exact portions that are claimed confidential or trade secret. If the vendor fails to promptly submit a redacted copy and

justification in response to the notice of a public records request, the Department is authorized to produce the records sought without any redaction.

4.4.3 Department not Obligated to Defend Vendor Claims

The Department is not obligated to agree with or defend any vendor claim of exemption from inspection and copying under Florida's Public Records Law. The vendor is responsible for defending such claims. Further, the vendor shall protect, defend, and indemnify, including attorney's fees and costs, the Department for actions (including litigation initiated by the Department) arising from or relating to such claims.

SECTION 5. THE SELECTION METHODOLOGY

The Department intends to award a contract in each of the Department’s regions to the responsible and responsive vendor(s) whose proposal is determined, in writing, to be the most advantageous to the state. The Department will award the contract based on a consideration of the relative importance of price and other evaluation criteria set forth in the solicitation. The Department may also make a determination as to whether to deem one or more vendor ineligible for award due to non-responsibility or non-responsiveness. The Department will electronically post the intent to award in accordance with s. 120.57(3)(a), F.S., and Rule 60A-1.021, F.A.C.

5.1 Selection Criteria

The following Selection Criteria shall apply for this solicitation:

| Criteria |
|---|
| <ul style="list-style-type: none"> The vendor’s company structure, subcontractors, and experience and capability to deliver its proposed solution including the vendor performance providing services similar to the one specified in this solicitation. |
| <ul style="list-style-type: none"> The skills and experience of the vendor’s leadership team, staff, and resources the vendor will use in implementing its solution. |
| <ul style="list-style-type: none"> The vendor’s articulation of its solution and the ability of the solution to meet the requirements of this solicitation and provide additional value. |
| <ul style="list-style-type: none"> The vendor’s financial management approach, proposed budget, and related financial information. |

The Department may consider any information that reflects upon a vendor’s capability to fully perform the contract requirements and demonstrates the level of integrity and reliability required to assure performance of the contract.

5.2 Evaluation Phase Methodology

All proposals determined to be responsive will be evaluated using the process outlined below.

5.2.1 Programmatic Scoring

The Department’s Evaluators will independently evaluate each Programmatic Proposal in accordance with the following criteria:

| Criteria | Relative Value | Possible Points |
|--|----------------|-----------------|
| Required Service Components | | |
| Criteria 1: Executive Overview | 6% | 100 |
| Criteria 2: Core Team Qualifications | 3% | 50 |
| Criteria 3: Services Approach and Solution | | |
| Subcriteria 1: Needs Assessment | 13% | 200 |
| Subcriteria 2: Information and Referral | 34% | 525 |
| Subcriteria 3: First Responder Peers | 24% | 375 |
| Subcriteria 4: Additional Required Elements | 13% | 200 |
| Subcriteria 5: Implementation Timetable | 7% | 100 |
| Required Service Components Total | 100% | 1,550 |

| Optional Service Components – Tiebreaker | | |
|--|-------------|------------|
| Criteria 4: Behavioral Health Services | 50% | 275 |
| Criteria 5: Strategic Planning | 50% | 275 |
| TOTAL | 100% | 550 |

5.2.2 Financial Scoring

The Department’s Financial Evaluators will independently evaluate each Financial Proposal in accordance with the following criteria:

| Criteria | Relative Value | Possible Points |
|----------------------|----------------|-----------------|
| Financial Management | 20% | 50 |
| Budget | 80% | 125 |
| TOTAL | 100% | 175 |

5.2.3 Total Score of Proposals

The Procurement Officer will average the total programmatic point scores for the Required Service Components. In the event two or more programmatic proposals in a region receive an average tie score for the Required Service Components, the Procurement officer will add the average score for the Optional Service Components, if any, to the respective vendor’s programmatic point score.

The Procurement Officer will average the total financial point scores.

The Procurement Officer will then add the average programmatic points score to the average financial point scores to obtain a total score. The maximum points awarded for this solicitation are: 2,275 points

The Procurement Officer will use the total scores to rank vendors for each of the Department’s regions. This ranking will serve as the recommended ranking of the Department’s Evaluators.

For example:

| Vendor | Average Points Received | Rank |
|-----------|-------------------------|------|
| Company A | 900 | 2 |
| Company B | 1000 | 1 |
| Company C | 800 | 3* |
| Company D | 750 | 5 |
| Company E | 800 | 3* |

**In the event that multiple vendors have the same raw point score, the rank positions needed to cover those vendors are the same. Each vendor receives a rank of 3.*

5.2.4 Report of the Procurement Officer

The Procurement Officer will report those proposals deemed responsive and vendors deemed responsible. The report will include the vendor rankings.

5.2.5 Selection of Vendor(s), Decision to Reject All, or Cancel

The Department will make a determination to award to the vendor(s), reject all proposals, or cancel this procurement. The Department will notice, in writing, its decision on VBS:

http://vbs.dms.state.fl.us/vbs/main_menu.

APPENDIX I: CERTIFICATE OF SIGNATURE AUTHORITY

| | |
|---|--|
| Check below and complete Section A or Section B | |
| <input type="checkbox"/> | Vendor is not a sole proprietorship (Complete Section A) |
| <input type="checkbox"/> | Vendor is a sole proprietorship (Complete Section B) |
| Section A | |
| <p>I, _____ (name), hold the office or position of _____ (title) with _____ (legal name of vendor) and have authority to make official representations by said vendor regarding its official records and hereby state that my examination of the vendor's records show that _____ (name) currently holds the office or position of _____ (title) with the vendor and currently has authority to make binding representations to the Department and sign all documents submitted on behalf of the above-named vendor in response to solicitation # _____, and, in so doing, to bind the named vendor to the statements made therein.</p> | |
| Dated: | |
| Signature: | |
| Printed Name: | |
| Title: | |
| <p>NOTE: In lieu of the above, the vendor may submit a corporate resolution or other duly executed certification issued in the vendor's normal course of business to prove signature authority of the named Authorized Representative.</p> | |
| Section B | |
| <p>I, _____ (name) am a sole proprietor, personally doing business in the name of _____ (name of vendor) and will be personally bound by the proposal submitted in response to solicitation # _____.</p> | |
| Dated: | |
| Signature: | |
| Printed Name: | |

APPENDIX II: VENDOR'S CERTIFICATIONS

| CERTIFICATIONS | | |
|--|--------------|---|
| MASTER CERTIFICATION | | |
| <p>As the person named in the Certificate of Signature Authority as the Authorized Representative of the vendor, _____ (legal name of vendor), I confirm that I have fully informed myself of all terms and conditions of solicitation # _____ (the solicitation), the facts regarding the proposal submitted by the vendor in response to the solicitation and the truth of each statement contained in Certifications (a) through (f) and certify, by checking the applicable "true" or "false" box below and affixing my signature hereto, that each statement in each checked certification is "true" or "false" as indicated.</p> | | |
| Check the applicable box next to the title to each certification: | | |
| True | False | |
| | | a. Certification of Binding Proposal and Acceptance of Terms of the Solicitation and Contract Document |
| | | b. Statement of No Prohibited Involvement |
| | | c. Statement Non-Collusion |
| | | d. Certification Regarding Subcontractors |
| | | e. Certification Regarding Prior Contractual Obligations |
| | | f. Certification of Representations Per sections 287.133, and 287.134, F.S. |
| <p>The content of each certification named above, set forth below, is incorporated into this Master Certification as if fully recited herein and, for each certification marked "true" above, the below signature is deemed to be affixed to each such certification. I agree that any certification not marked above will be deemed "false."</p> | | |
| Signature of Authorized Representative: | | Date: |
| a. Certification of Binding Proposal and Acceptance of Terms of the Solicitation and Contract Document | | |
| <p>By checking the "True" box in the Master Certification and signing the same, I hereby certify that the vendor's proposal submitted in response to the Department of Children and Families Request for Proposals (the solicitation) is binding on the vendor in accordance with the terms of the solicitation. If awarded any contract as a result of the solicitation, the vendor will comply with the specifications, terms, and conditions stated in the solicitation and the contract document.</p> | | |
| b. Statement of No Prohibited Involvement | | |
| <p>By checking the "True" box in the Master Certification and signing the same, I hereby certify that no member of this firm or any person having interest in this firm has: Been awarded a contract as described in ss. 287.057(17)(c), F.S., to perform a feasibility study of the potential implementation of a subsequent contract to support this project, participated in drafting of a solicitation for this specific project, or developed a program for future implementation of this project.</p> | | |
| c. Statement of Non-Collusion | | |
| <p>By checking the "True" box in the Master Certification and signing the same, I hereby certify that all persons, companies, or parties interested in the solicitation as principals are named therein, that the vendor's proposal is made without collusion with any other vendor.</p> | | |
| d. Certification Regarding Subcontractors | | |
| <p>By checking the "True" box in the Master Certification and signing the same, I hereby certify the vendor's agreement that by submitting a proposal to this solicitation, the vendor waives any exclusivity provision in its subcontractor agreements.</p> | | |
| e. Certification Regarding Prior Contractual Obligations | | |
| <p>By checking the "True" box in the Master Certification and signing the same, I hereby certify the vendor <u>has not</u>:</p> <ol style="list-style-type: none"> (1) Failed to correct any unsatisfactory performance in a previous contract to the satisfaction of any Agency or eligible user; (2) Had a contract terminated by any Agency or eligible user for cause; or (3) Failed to sign a contract awarded by any Agency. | | |
| f. Certification of Representations Per Sections 287.042, 287.133 and 287.134, Florida Statutes | | |

By checking the "True" box in the Master Certification and signing the same, I hereby certify the vendor is not listed on the Suspended Vendors List maintained pursuant to Rule 60A-1.006, F.A.C., Convicted Vendors List created and maintained pursuant to s. 287.133, F.S., or on the Discriminatory Vendors List created and maintained pursuant to s. 287.134, F.S, and for Federal funds, not be listed on the governmentwide exclusions in the System for Award Management (SAM).

TIE BREAKING CERTIFICATIONS

Statutory Preferences When Awarding Contracts

Various provisions of Chapters 287 and 295, F.S., provide qualifying vendors the advantage of "tie breakers" whenever two or more bids, proposals, or replies received by an agency are equal with respect to price, quality, and service. In order to take advantage of the below "tie breakers," a vendor who meets the statutory qualifications for one or more of these "tie breakers" must certify that it qualifies for the cited preference. Completion of the certification is optional for qualifying vendors; however, a vendor waives all rights to consideration of a "tie breaker" if it fails to submit the certification on or before the deadline to submit its bid, proposal or reply.

MASTER CERTIFICATION – TIE-BREAKING CERTIFICATIONS

As the Authorized Representative of the vendor, _____ (legal name of vendor), I confirm that I have fully informed myself of all terms and conditions of the solicitation _____ (the solicitation), the facts regarding the proposal submitted by the vendor in response to the solicitation and the truth of each statement contained in Certifications (g) through (k) and certify, by checking one or more of the boxes below and affixing my signature hereto, that each statement in each checked certification is true.

Check the box next to the title to each certification that is true:

- g. Certification of a Certified Minority Business Enterprise**
- h. Certification of a Certified Veteran Business Enterprise**
- i. Certification of a Florida Business**
- j. Certification of a Foreign Manufacturer with a Factory in Florida**
- k. Certification of a Drug Free Workplace**

The content of each certification named above, set forth below, is incorporated into this Master Certification as if fully recited herein and, for each certification marked "true," above, the below signature is deemed to be affixed to each such certification. I agree that any certification not marked above will be deemed "false."

| | |
|---|-------|
| Signature of Authorized Representative: | Date: |
|---|-------|

g. Certification of a Certified Minority Business Enterprise

By checking the "True" box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization is a Certified Minority Business Enterprise in accordance with s. 287.0943, F.S.

h. Certification of a Florida Certified Veteran Business Enterprise

By checking the "True" box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization is a Certified Veteran Business Enterprise in accordance with s. 295.187, F.S.

i. Certification of a Florida Business

By checking the "True" box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization's principal place of business is located within Florida in accordance with s. 287.084, F.S.

j. Certification of a Foreign Manufacturer with a Factory in Florida

By checking the "True" box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my manufacturing organization has a factory in Florida that employs over 200 employees working in Florida in accordance with s. 287.092, F.S.

k. Certification of a Drug Free Workplace

By checking the "True" box in the Master Certification and signing the same, I hereby certify the vendor currently maintains a drug-free workplace environment in accordance with s. 287.087, F.S., and will continue to promote this policy through implementation of that section.

APPENDIX III: QUESTION SUBMITTAL FORM

Each vendor may complete the form provided based on its questions relating to this solicitation. The completed form shall be submitted in accordance with the instructions provided in **Section 2.6** of the solicitation. This form may be expanded as needed to facilitate response to this requirement.

Vendor Name: [Enter Legal Name of vendor]

| Question Number | RFP Section Number | Question |
|-----------------|--------------------|----------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

APPENDIX IV: SUBCONTRACTOR LIST

Submit the following information for each subcontractor who will perform work under any contract resulting from this solicitation. The vendor shall have determined, to its own complete satisfaction, that an identified subcontractor has been successfully engaged in the related subcontracted service(s) and is qualified to provide such service(s).

For each proposed subcontractor, provide the following information:

- A. Subcontractor full legal name
- B. Business type
- C. Principal place of business
- D. Street Address, City, State, Zip Code
- E. Phone #
- F. FEIN # or Social Security Number if a FEIN is not required
- G. Country and state of incorporation
- H. Proof of legal entity and authorization to do business with the State of Florida (proof of MFMP registration)
- I. Service(s) to be subcontracted
- J. Estimated cost of subcontracted service(s)
- K. Description of the Vendor’s organization, including number of years in business, subsidiaries, parent corporations, officers; include organization charts and details concerning the number of facilities by geographic location.
- L. Names and addresses of all affiliated or related companies, partnerships or associations (including subcontractor, if any) and a brief description of its relationship to the vendor.
- M. Description of the Vendor’s principal type of business and history and what uniquely qualifies the Vendor to provide the proposed subcontracted service(s).
- N. Statement of whether or not the Vendor has filed for bankruptcy protection in the past five years or is currently in the process of filing or planning to file for bankruptcy protection or financial restructuring or refinancing. If so, provide court and case number.
- O. Identification of any potential or actual conflicts of interest that might arise for the Vendor as a result of contract award to the Vendor and describe in detail the plan to eliminate or mitigate them. Such conflicts include, but are not limited to, those covered by Section 6 of the PUR 1001. Address both personal and organizational conflicts.
- P. Reservations the Vendor must make if unable to certify completely all of the items in Section 9 of the PUR 1001 entitled "Representation and Authorization." If no reservations are made in this section of the reply, the Vendor shall be deemed to attest to the truth of all of listed items and the Department may rely upon them.

CHECK HERE IF NO SUBCONTRACTORS WILL BE USED:

*Signature of Authorized Representative

*Name of Authorized Representative

*Title of Authorized Representative

*This individual must have the authority to bind the Vendor.

APPENDIX V: BUDGET SUMMARY AND DETAIL INSTRUCTIONS

The project budget summary should display all costs to be paid by the Department for the delivery of services. Use the Project Budget Summary format and list the appropriate amounts for all line items that will be expended during the budget period. The format displays the suggested line items to be covered for this project, other line items may be added, if necessary. "Miscellaneous" and "Other" are not acceptable line items.

In addition to and in support of the Project Budget Summary, a detailed description must be provided for each line item displaying the methodology used to calculate the total for the line item. Documentation must show the percentage of costs being charged to the Department, if the vendor has another source of income providing funding to this project. Items requiring estimated costs must be accompanied by sufficient documentation or explanation to support the estimate. An estimated number of units must be provided for each line item calculated using a unit rate x unit cost calculation.

- Salaries** provided must be comparable with similar positions in the surrounding labor market and a job description must be provided for each position listed. Include the number of FTEs to be funded in whole or in part by this project.
- Fringe benefits** must display the calculation of costs, specifically the percentages or rates for each benefit being charged to this project.
- Staff Travel** is reimbursed as specified by Department policies and procedures in CFOP 40-1 and s. 112.061, F.S.
- Office expenses** should be based on prior history, a reasonable estimated monthly expense, or written vendor policy.
- Rental or use of space** must show the address, the square footage, and the rate per square footage.
- Rental equipment** necessary to carry out the delivery of services must include the unit cost (per month) and the number of months the item(s) will be used.
- Insurance costs** must provide sufficient documentation to explain the percentage of cost being charged to this project and the calculation of the cost and the insurance coverage being provided.
- Advertising/outreach costs** must show the estimated number of units (publications or media events) and the estimated cost for each publication or event.
- Membership fees and subscriptions** necessary for the delivery of services must show the estimated costs and number of units projected.
- Client education and training tools** must provide the types of services to be provided, the estimated number of clients to be served, and the estimated unit cost of each service.
- Information Resource Technology (IRT)** includes computers, monitors and other technology items costing less than \$1,000 each and must include a brief description of the item(s) to be purchased, the unit cost for each item and justification for each item. For recurring costs, must show the estimated unit cost for each recurring cost associated with the delivery of services, including internet access, computer/network/printer maintenance, SAVE system access, etc.
- Subcontracted services** such as janitorial services or security services must show the monthly rate and the number of months for which service is required.
- Subcontracted client services** providing direct services to clients must include the vendor(s) to be subcontracted with, the services to be provided, the estimated number of clients to be served and the unit cost for service(s).
- Financial audits** being covered in part or in whole with project funds must show the rate used to calculate this cost or the percentage of cost being allocated to this project.
- Operating capital outlay (OCO)** to be purchased for use under this project must show the number of units to be purchased, the estimated cost for each unit and justification for the item(s) being purchased.
- Office equipment (non-OCO)** to be purchased under this contract (costing less than \$1,000 each) for use under this project must show the number of units to be purchased, the estimated cost for each unit and justification for the item(s) being purchased. Purchases must be estimated in accordance with the State's guidelines found at:

<https://www.myfloridacfo.com/division/aa/Memos/default.htm>

- **Indirect costs** being charged to the project must show the percentage of funding required by the vendor to carry out the common or joint tasks covered by this line item. A summary of the expenditures covered by these funds is required.

APPENDIX VI: PROJECT BUDGET SUMMARY

| Vendor Name | | | |
|------------------------------------|---|------------------|----------------|
| FFY (Insert Year) - (Insert Dates) | | | |
| Budget Line Item | | Line Item Totals | Category Total |
| Personnel Category | | | |
| A. | Personnel | \$ - | |
| B. | Fringe Benefits | \$ - | |
| C. | Other Personnel Services (OPS) | \$ - | |
| D. | Background Checks | \$ - | |
| Total Personnel Category: | | | \$ - |
| Travel Category | | | |
| E. | Staff Travel & Training | \$ - | |
| F. | Client Transportation | \$ - | |
| Total Travel Category: | | | \$ - |
| Expense Category | | | |
| G. | Office Expenses | | |
| | 1. Utilities | \$ - | |
| | 2. Telephone | \$ - | |
| | 3. Postage/Shipping | \$ - | |
| | 4. Copies/Printing | \$ - | |
| | 5. Office Supplies | \$ - | |
| | 6. Janitorial Supplies | \$ - | |
| | 7. Building Maintenance/Repair | \$ - | |
| | 8. Equipment Repair | \$ - | |
| | 9. Security Services | \$ - | |
| | 10. Office Equipment/Furniture | \$ - | |
| Total Office Expenses: | | \$ - | |
| H. | Rental or Use of Space | \$ - | |
| I. | Rental Equipment | \$ - | |
| J. | Insurance | \$ - | |
| K. | Advertising/Outreach | \$ - | |
| L. | Membership Fees & Subscriptions | \$ - | |
| M. | Client Educational and Training Tools | \$ - | |
| N. | Fixed Price Services | \$ - | |
| O. | Information Resource Technology | \$ - | |
| P. | Subcontracted Services | \$ - | |
| Q. | Subcontracted Client Services | \$ - | |
| R. | Financial Audit | \$ - | |
| Total Expense Category: | | | \$ - |
| Direct Costs Category | | | |
| S. | Operating Capital Outlay (OCO->\$1,000.00) | \$ - | |
| T. | Indirect Costs _____% of Total Direct Costs | \$ - | |
| Subtotal Direct Costs: | | | \$ - |
| Total Project Budget | | | \$ - |

Sample Format: Columns and rows can be added as needed.

Provided one summary page or each state fiscal year and potential renewal year.

APPENDIX VII: PROPOSED COST ALLOCATION PLAN

for the

(Insert) CONTRACT YEAR

| Line Item | This Application | Funding Source A | Funding Source B | Funding Source C | Total |
|--|------------------|------------------|------------------|------------------|-------|
| Personnel Category | | | | | |
| <insert position title> | | | | | |
| <insert position title> | | | | | |
| <insert position title> | | | | | |
| <insert position title> | | | | | |
| <insert position title> | | | | | |
| <insert position title> | | | | | |
| Fringe Benefits | | | | | |
| Staff Travel | | | | | |
| Sub-Contracted Services | | | | | |
| Office Expenses | | | | | |
| Operating Capital Outlay | | | | | |
| Rental or Use of Space | | | | | |
| Rental of Equipment | | | | | |
| Maintenance Agreements | | | | | |
| Insurance | | | | | |
| Membership Fees and Subscriptions | | | | | |
| Advertising | | | | | |
| Client Education and Training Tools | | | | | |
| Indirect Costs | | | | | |
| | | | | | |
| Total | | | | | |

APPENDIX VIII: STANDARD CONTRACT PART 1

APPENDIX IX: STANDARD CONTRACT PART 2

EXHIBIT A – SPECIAL PROVISIONS

The following provisions supplement or modify the provisions of Items 1 through 9 of the Standard Contract, as provided herein:

A-1 ENGAGEMENT, TERM AND CONTRACT DOCUMENT

In addition to the provisions of **Section 1.4.1**, the following program specific acronym(s) apply to this contract.

A-1.1 Behavioral Health Services

Mental health services and substance abuse prevention and treatment services as described in Chapters 394 and 397, F.S.

A-1.2 First Responder

As defined by s. 112.1815(1), F.S., including 911 Public Safety Telecommunicators as defined by s. 401.465, F.S.

A-1.3 Managing Entity

As defined by s. 394.9082(2)(e), F.S.

A-1.4 Network Service Provider

A direct service agency providing behavioral health services that is under contract with a Managing Entity.

A-2 STATEMENT OF WORK

There are no additional provisions to this section of the Standard Contract.

A-3 PAYMENT, INVOICE AND RELATED TERMS

There are no additional provisions to this section of the Standard Contract.

A-4 GENERAL TERMS AND CONDITIONS GOVERNING PERFORMANCE

There are no additional provisions to this section of the Standard Contract.

A-5 RECORDS, AUDITS AND DATA SECURITY

There are no additional provisions to this section of the Standard Contract.

A-6 PENALTIES, TERMINATION AND DISPUTE RESOLUTION

There are no additional provisions to this section of the Standard Contract.

A-7 OTHER TERMS

There are no additional provisions to this section of the Standard Contract.

A-8 FEDERAL FUNDS APPLICABILITY

There are no additional provisions to this section of the Standard Contract.

A-9 CLIENT SERVICES APPLICABILITY

There are no additional provisions to this section of the Standard Contract.

EXHIBIT A1 – SAMH PROGRAMMATIC STATE AND FEDERAL LAWS, RULES, AND REGULATIONS

The provider and its subcontractors shall comply with all applicable state and federal laws, rules and regulations, as amended from time to time, that affect the subject areas of the contract. Authorities include but are not limited to the following:

A1-1 FEDERAL AUTHORITY

A1-1.1 Block Grants Regarding Mental Health and Substance Abuse

A1-1.1.1 Block Grants for Community Mental Health Services

42 U.S.C. ss. 300x, et seq.

A1-1.1.2 Block Grants for Prevention and Treatment of Substance Abuse

42 U.S.C. ss. 300x-21 et seq.

45 CFR Part 96, Subpart L

A1-1.2 Department of Health And Human Services, General Administration, Block Grants

45 CFR Part. 96

A1-1.3 Charitable Choice Regulations Applicable to Substance Abuse Block Grant and PATH Grant

42 CFR Part 54

A1-1.4 Confidentiality Of Substance Use Disorder Patient Records

42 CFR Part 2

A1-1.5 Security and Privacy

45 CFR Part 164

A1-1.6 Supplemental Security Income for the Aged, Blind and Disabled

20 CFR Part 416

A1-1.7 Temporary Assistance to Needy Families (TANF)

42 U.S.C. ss. 601 - 619

45 CFR, Part 260

A1-1.8 Projects for Assistance in Transition from Homelessness (PATH)

42 U.S.C. ss. 290cc-21 – 290cc-35

A1-1.9 Equal Opportunity for Individuals with Disabilities (Americans with Disabilities Act of 1990)

42 U.S.C. ss. 12101 - 12213

A1-1.10 Prevention of Trafficking (Trafficking Victims Protection Act of 2000)

22 U.S.C. s. 7104

2 CFR Part 175

A1-1.11 Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)

2 CFR Part 182

2 CFR Part 382

A1-2 FLORIDA STATUTES

A1-2.1 Child Welfare and Community Based Care

- Ch. 39, F.S. Proceedings Relating to Children
- Ch. 402, F.S. Health and Human Services: Miscellaneous Provisions

A1-2.2 Substance Abuse and Mental Health Services

- Ch. 381, F.S. Public Health: General Provisions
- Ch. 386, F.S. Particular Conditions Affecting Public Health
- Ch. 394, F.S. Mental Health
- Ch. 395, F.S. Hospital Licensing and Regulation
- Ch. 397, F.S. Substance Abuse Services
- Ch. 400, F.S. Nursing Home and Related Health Care Facilities
- Ch. 414, F.S. Family Self-Sufficiency
- Ch. 458, F.S. Medical Practice
- Ch. 464, F.S. Nursing
- Ch. 465, F.S. Pharmacy
- Ch. 490, F.S. Psychological Services
- Ch. 491, F.S. Clinical, Counseling, and Psychotherapy Services
- Ch. 499, F.S. Florida Drug and Cosmetic Act
- Ch. 553, F.S. Building Construction Standards
- Ch. 893, F.S. Drug Abuse Prevention and Control
- S. 409.906(8), F.S. Optional Medicaid Services – Community Mental Health Services

A1-2.3 Developmental Disabilities

- Ch. 393, F.S. Developmental Disabilities

A1-2.4 Adult Protective Services

- Ch. 415, F.S. Adult Protective Services

A1-2.5 Forensics

- Ch. 916, F.S. Mentally Ill And Intellectually Disabled Defendants
- Ch. 985, F.S. Juvenile Justice; Interstate Compact on Juveniles
- S. 985.19, F.S. Incompetency in Juvenile Delinquency Cases
- S. 985.24, F.S. Use of detention; prohibitions

A1-2.6 State Administrative Procedures and Services

- Ch. 119, F.S. Public Records
- Ch. 120, F.S. Administrative Procedures Act
- Ch. 287, F.S. Procurement of Personal Property and Services
- Ch. 435, F.S. Employment Screening

| | |
|-------------------------|--|
| Ch. 815, F.S. | Computer-Related Crimes |
| Ch. 817, F.S. | Fraudulent Practices |
| S. 112.061, F.S. | Per diem and travel expenses of public officers, employees, and authorized persons |
| S. 112.3185, F.S. | Additional standards for state agency employees |
| S. 215.422, F.S. | Payments, warrants, and invoices; processing time limits; dispute resolution; agency or judicial branch compliance |
| S. 216.181(16)(b), F.S. | Advanced funds for program startup or contracted services |

A1-3 FLORIDA ADMINISTRATIVE CODE

A1-3.1 Child Welfare and Community Based Care

| | |
|--------------------|-------------------------------|
| Ch. 65C-13, F.A.C. | Foster Care Licensing |
| Ch. 65C-14, F.A.C. | Child-Caring Agency Licensing |
| Ch. 65C-15, F.A.C. | Child-Placing Agencies |

A1-3.2 Substance Abuse and Mental Health Services

| | |
|--------------------|---|
| Ch. 65D-30, F.A.C. | Substance Abuse Services Office |
| Ch. 65E-4, F.A.C. | Community Mental Health Regulation |
| Ch. 65E-5, F.A.C. | Mental Health Act Regulation |
| Ch. 65E-10, F.A.C. | Psychotic and Emotionally Disturbed Children - Purchase of Residential Services Rules |
| Ch. 65E-11, F.A.C. | Behavioral Health Services |
| Ch. 65E-12, F.A.C. | Public Mental Health Crisis Stabilization Units and Short Term Residential Treatment Programs |
| Ch. 65E-14, F.A.C. | Community Substance Abuse and Mental Health Services - Financial Rules |
| Ch. 65E-20, F.A.C. | Forensic Client Services Act Regulation |
| Ch. 65E-26, F.A.C. | Substance Abuse and Mental Health Priority Populations and Services |

A1-3.3 Financial Penalties

| | |
|-------------------|--------------------------------|
| Ch. 65-29, F.A.C. | Penalties on Service Providers |
|-------------------|--------------------------------|

A1-4 MISCELLANEOUS

A1-4.1 Department of Children and Families Operating Procedures

| | |
|----------------------|--|
| CFOP 155-10 / 175-40 | Services for Children with Mental Health and Any Co-Occurring Substance Abuse or Developmental Disability Treatment Needs in Out-of-Home Care Placements |
| CFOP 155-11 | Title XXI Behavioral Health Network |
| CFOP 155-47 | Processing Referrals From The Department Of Corrections |
| CFOP 215-6 | Incident Reporting and Analysis System (IRAS) |

A1-4.2 Standards applicable to Cost Principles, Audits, Financial Assistance and Administrative Requirements

| | |
|---------------------------------|--|
| S. 215.425, F.S. | Extra Compensation Claims prohibited; bonuses; severance pay |
| S. 215.97, F.S. | Florida Single Audit Act |
| S. 215.971, F.S. | Agreements funded with federal or state assistance |
| Ch. 69I-42, F.A.C. | Travel Expenses |
| Ch. 69I-5, F.A.C | State Financial Assistance |
| CFO's Memorandum No. 01 | Contract and Grant Reviews and Related Payment Processing Requirements |
| CFO's Memorandum No. 02 | Reference Guide for State Expenditures |
| Comptroller's Memorandum No. 04 | Guidance on all Contractual Service Agreements Pursuant to Section 215.971, Florida Statutes |
| CFO's Memorandum No. 20 | Compliance Requirements for Agreements |
| 2 CFR, Part 180 | Office of Management and Budget Guidelines to Agencies on Government Wide Debarment and Suspension (Non-procurement), |
| 2 CFR, Part 200 | Office of Management and Budget Guidance - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, available at https://federalregister.gov/a/2013-30465 |
| 2 CFR, Part 300 | Department of Health and Human Services - Office of Management and Budget Guidance - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Adoption of 2 CFR Part 200 |
| 45 CFR, Part 75 | Uniform Administration Requirements, Cost Principles, and Audit Requirements for HHS Awards |

A1-4.3 Data Collection and Reporting Requirements

| | |
|------------------------|---|
| S. 394.74(3)(e), F.S. | Data Submission |
| S. 394.9082, F.S. | Behavioral health managing entities |
| S. 394.77, F.S. | Uniform management information, accounting, and reporting systems for providers |
| S. 397.321(3)(c), F.S. | Data collection and dissemination system |
| DCF PAM 155-2 | Mental Health and Substance Abuse Measurement and Data |

EXHIBIT B - SCOPE OF WORK

B-1 SCOPE OF SERVICE

The Provider will provide regional supports targeting behavioral health needs of first responders and their families to reduce the incidence of suicide or attempted suicide among employed or retired first responders, pursuant to s. 14.2019(5), F.S.

B-2 MAJOR CONTRACT GOALS

The major goal of this contract is to provide behavioral health supports designed to encourage the target population to seek services to offset the impact of traumatic exposure in the workplace events and long-term risks associated with trauma in the first response community.

B-3 SERVICE AREA, LOCATIONS, AND TIMES

A-3.1 Information and Referral Services shall be provided throughout the <enter region> region, <enter availability of the services>.

A-3.2 First Responder Peers services shall be provided <enter availability of services>.

A-3.3 Behavioral health services shall be provided <enter service area, location and time>.

B-4 CLIENTS TO BE SERVED

Individuals to be served are First Responders and their family members, as defined in **Section A-1.1.2**.

B-5 CLIENT ELIGIBILITY AND DETERMINATION

The Provider shall be responsible for determining eligibility for services administered under this Contract.

B-6 EQUIPMENT

The Provider shall be responsible for all equipment necessary to deliver services under this contract

B-7 CONTRACT LIMITS

The Provider shall perform only those tasks identified in this contract and shall not invoice the Department beyond the number of service units specified in **Section F-1**.

<<< *The remainder of this page is intentionally left blank.* >>>

EXHIBIT C - TASK LIST

The Provider shall perform all functions necessary for the proper delivery of services including, but not limited to, the following:

C-1 SERVICE TASKS

C-1.1 Information and Referral

The Provider shall deliver information and referral resources specific to first responders and their families

C-1.1.1 The Provider shall develop a comprehensive database of resources and support services available within the region, specific to first responders and their families, including at a minimum:

- C-1.1.1.1** Behavioral health needs
- C-1.1.1.2** Housing and shelter needs.
- C-1.1.1.3** Primary healthcare needs.
- C-1.1.1.4** Employment and financial support needs.
- C-1.1.1.5** Childcare and family support needs.
- C-1.1.1.6** Utility and transportation needs
- C-1.1.1.7** Food and other household needs.
- C-1.1.1.8** Access to government-sponsored resource programs.
- C-1.1.1.9** Access to other community information and resource options.

C-1.1.2 For each identified resource or support service, the Provider shall verify the following information through direct communication with each resource and support service provider prior to inclusion in the database:

- C-1.1.2.1** Hours of operation.
- C-1.1.2.2** Ages and genders of individuals served.
- C-1.1.2.3** Nature and description of services offered.
- C-1.1.2.4** Eligibility requirements.
- C-1.1.2.5** Contact information.
- C-1.1.2.6** Fee schedule, if available.
- C-1.1.2.7** Intake procedure

C-1.1.3 The Provider shall provide the database of resources and support services to staff responsible for providing outreach and initial engagement and First Responder Peers through **<enter database platform>**.

C-1.1.4 The Provider shall ensure access to information and referral services for first responders and their families through **<enter platform(s) or medium(s)>** during the service times specified in **Section B-3**.

C-1.1.5 The Provider shall track all contacts with first responders and their families and collect the following information:

- C-1.1.5.1** First responder profession.
- C-1.1.5.2** Age.
- C-1.1.5.3** Gender.

C-1.1.5.4 Service Encounter frequency and duration.

C-1.1.5.5 Resources and referrals provided.

C-1.2 First Responder Peers Services

C-1.2.1 The Provider shall provide a network of First Responder Peers to be available during the service times specified in **Section B-3**.

C-1.2.2 The Provider shall recruit and train First Responder Peers to perform the following tasks:

C-1.2.2.1 Engage first responders and their families.

C-1.2.2.2 Conduct an initial assessment and screening of each first responder and their family to determine their needs, using a standardized and Department-approved assessment tool.

C-1.2.2.3 Refer individuals to behavioral health and community resources based on the needs identified in the initial assessment through a standardized process.

C-1.2.2.4 Conduct follow-up activities to support successful engagement, measure the quality assurance process, monitor the effectiveness of services at 30, 60 and 90 days post-referral.

C-1.2.2.5 <include any other tasks from the provider's proposal>

C-1.2.3 The Provider shall monitor First Responder Peers to ensure appropriate engagement of individuals, proper use of the assessment tool and to ensure adherence to best practices.

C-1.3 Public Awareness Campaign

The Provider shall develop and implement a regional public awareness campaign through <enter platform(s)>, promoting the availability of services to be provided under this Contract.

C-1.4 Coordination

The Provider shall coordinate with the appropriate Managing Entity(ies), first responder agencies, local and regional government agencies, behavioral health providers, primary healthcare providers and social service providers in the service area specified in **Section B-3**.

C-1.5 Behavioral Health Services

The Provider shall connect first responders and their families with Department-funded behavioral health services, including:

C-1.5.1 The Provider shall use a standardized methodology to identify individual behavioral health treatment needs and to identify existing third-party payor resources the individual may access to address treatment needs.

C-1.5.2 Where third-party payor resources are unavailable for the indicated treatment need or are insufficient to adequately address the treatment needs, the Provider shall assess the individual for eligibility for Department-funded services.

C-1.5.3 The Provider shall ensure efficient referral to Network Service Providers under subcontract with a Managing Entity for the delivery of appropriate treatment services.

C-1.5.4 The Provider shall ensure prompt invoicing, service validation, data outcome reporting, and payment processing of services provided with these funds.

C-1.5.5 The Provider shall develop a process for seamless transition of services to third-party payor resources for an individual's treatment needs exceeding the term of this Contract.

C-1.6 Strategic Planning

The Provider shall develop a strategic plan to expand behavioral prevention efforts and promote wellbeing for first responders and their families, including:

C-1.6.1 The Provider shall engage a Strategic Planning Team through Memoranda of Agreement, informal partnerships, contractual agreements, etc., comprised of:

C-1.6.1.1 Local and regional agencies.

C-1.6.1.2 Government entities.

C-1.6.1.3 Behavioral health service providers.

C-1.6.1.4 First responder organizations.

C-1.6.1.5 Social service agencies.

C-1.6.1.6 Stakeholders.

C-1.6.1.7 Experts and consultants.

C-1.6.2 The Provider shall develop a Strategic Plan including:

C-1.6.2.1 Strategies to coordinate with first responder agencies, local and regional stakeholders, governmental entities, and behavioral health and social service providers identified in the information and referral database

C-1.6.2.2 Strategies to develop or implement Behavioral Health Access Programs (BHAP) within first responder agencies. A BHAP is a comprehensive operationalized plan clearly specifying first responder and family needs, locally available services to address the needs, and expected standards of care in the provision of services.

C-1.6.2.3 Strategies to identify and address first responder wellness training needs in areas such as stress management, self-care, suicide prevention, substance use and misuse, coping skills, conflict resolution, and resiliency in response to traumatic workplace exposure.

C-1.6.2.4 Funding strategies to ensure successful implementation and sustainability of the programs and strategies implemented.

C-1.6.2.5 A timeline, major goals, action steps, and responsible parties to ensure completion of a draft Strategic Plan by the end of the Contract term.

C-1.6.2.6 A methodology or process to formally adopt the Strategic Plan by all responsible parties in the specific location.

C-1.6.2.7 Funding strategies to ensure successful implementation and sustainability of the Strategic Plan and mechanisms to be implemented for ongoing evaluation and continuity beyond the term of this Contract.

C-1.7 Implementation Timetable

The Provider shall adhere to the dates established in **Table 2**.

C-2 ADMINISTRATIVE TASKS

C-2.1 Staffing

The Provider shall maintain a culturally competent workforce with knowledge and expertise of the unique circumstances facing first responders and their families in accordance with the staffing detailed in the approved line-item budget submitted to the Department, which is hereby incorporated by reference.

C-2.2 Professional Qualifications

C-2.2.1 The Provider shall be responsible for determining staffing qualifications for each position in the approved line-item budget.

C-2.2.2 The Provider shall ensure that all staff qualifications comply with applicable statutes, rules, licensing standards, and the Provider's qualifications.

C-2.3 Reports, Records and Documentation

C-2.3.1 Monthly Service Report

The Provider shall submit a report detailing the following for each month of service provision:

C-2.3.1.1 Total number of contacts from first responders or their family members, subtotaled by county.

C-2.3.1.2 Total number of referrals made, subtotaled by county and type of referral.

C-2.3.1.3 Total number of documented linkages to services by Peer Navigators, subtotaled by county.

C-2.3.1.4 A list of new and updated resources added to the database.

C-2.3.1.5 A summary of progress toward achieving the milestones established in **Table 2**.

C-2.3.2 Actual Expenditure Report

The Provider shall submit an Actual Expenditure Report to the Department within 45 days after the end of each state Fiscal Year. The report shall include detailed actual expenditures for each line item contained in the Provider's approved program budget. The expenditure report may be used to negotiate amendments to the current Contract rate(s) or to negotiate rates in future contracts. If the annual expenditure report reveals unearned revenue, the Provider shall remit the unspent balance as directed by the Department.

C-2.3.3 Reporting Schedule

The Provider shall submit reports in accordance with the schedule in **Table 1**.

| Table 1 – Report and Submission Schedule | | | |
|---|---------------------------|------------------|--|
| Report Type | Contract Reference | Frequency | Due Date |
| Monthly Service Report | Section F-3 | Monthly | Within 15 calendar days after the end of each month |
| Actual Expenditure Report | Section C-2.3.2. | Annually | Within 45 calendar days after the end of each State Fiscal Year. |

C-2.3.4 Additional Reporting Requirements

C-2.3.4.1 The Provider shall provide additional reports pertaining to the services and activities rendered should the Department determine additional reports to be necessary.

C-2.3.4.2 In the event the Provider requires additional time to complete reports, the Provider shall request an extension in advance of any anticipated delay. Requests for extensions may be granted at the sole discretion of the Department.

C-2.3.4.3 Unless otherwise specified, the Provider shall submit all correspondence, reports, records and documentation to the Department electronically.

C-3 STANDARD CONTRACT REQUIREMENTS

The Provider will perform all acts required by Sections 4, 5, 7, 8 and 9 of the Standard Contract.

EXHIBIT D – DELIVERABLES

D-1 SERVICE UNITS

D-1.1 A service unit for the task specified in **Section C-1.1**, Information and Referral, shall be a Direct Staff Hour, as defined in Rule 65E-14.021(3)(a)1.a.(I), F.A.C.

D-1.2 A service unit for the task specified in **Section C-1.2**, First Responder Peers, shall be a Direct Staff Hour, as defined in Rule 65E-14.021(3)(a)1.a.(III), F.A.C.

D-1.3 A service unit for the task specified in **Section C-1.3**, Public Awareness Campaign, shall be **<one calendar month of service provision if in-house or cost reimbursement if subcontracted.>**

D-1.4 A service unit for the task specified in **Section C-1.5**, Behavioral Health Services, shall be reimbursed as each subcontracted Network Service Provider's established rate for the specific service delivered under Managing Entity subcontracts.

D-1.5 A service unit for the task specified in **Section C-1.6**, Strategic Planning, shall be **<one calendar month of service provision if in-house or cost reimbursement if subcontracted.>**

D-2 DELIVERABLES

D-2.1 For the service unit specified in **Section D-1.1**, the Provider shall deliver ___ units of service.

D-2.2 For the service unit specified in **Section D-1.2**, the Provider shall deliver ___ units of service.

D-2.3 For the service unit specified in **Section D-1.3**, the Provider shall deliver ___ units of service.

D-2.4 For the service unit specified in **Section D-1.5**, the Provider shall deliver ___ units of service.

D-2.5 For the service unit specified in **Section D-1.6**, the Provider shall deliver ___ units of service.

D-2.6 The Provider shall demonstrate and document satisfactory progress towards completion of service units through the submission of the Monthly Service Report specified in **Section C-2.3.1**.

D-3 IMPLEMENTATION TIMETABLE

The Provider shall adhere to the following milestones:

| Table 2. Implementation Table | | |
|--|--|-----------------|
| Service Component | Milestone | Due Date |
| Information and Referral Services | The Provider has developed a comprehensive database of community resources and support services and is prepared to begin providing information and referrals to individuals, specified in Section C-1.1 . | |
| First Responder Peer Services | The Provider has recruited and trained first responder peers and begins engaging first responders for initial assessment and screening, specified in Section C-1.2 . | |
| Public Awareness Campaign | The Provider has developed a regional campaign and begins promoting these services, specified in Section C-1.3 . | |
| Behavioral Health Services | The Provider has engaged a Network Service Provider(s) to accept referrals and provide behavioral health services through a subcontract or memorandum of agreement, as specified in Section C-1.5 . | |
| Strategic Planning Start Date | The Provider has engaged the entities necessary for an inclusive Strategic Planning Team through memoranda of agreements, informal partnerships or contractual agreements, specified in Section C-1.6 . | |
| Strategic Planning Completion | The Provider has completed all activities necessary to develop a comprehensive strategic comprised of the elements specified in Section C-1.6 . | |

D-4 PERFORMANCE MEASURES FOR ACCEPTANCE OF DELIVERABLES

D-4.1 Satisfactory performance shall be demonstrated by documentation, in accordance with the reports in **Section C-2.3**, that 80% of first responders and their families contacting the Provider shall receive information or referrals to resources and support services specified in **Section C-1.1**.

D-4.2 In the event the Provider fails to achieve the minimum performance measure in **Section D-3.1**, the Department shall apply the provisions of **Section F-3**.

<<< The remainder of this page is intentionally left blank. >>>

EXHIBIT E – MINIMUM PERFORMANCE MEASURES

The following minimum quantitative performance measure is established pursuant to **Section 2.4.2.** and shall be maintained during the term of this Contract.

E-1 MINIMUM PERFORMANCE MEASURE

E-1.1 <Enter performance outputs or quality measures from proposal>

E-2 PERFORMANCE EVALUATION METHODOLOGY

The Department will measure the Provider's performance monthly in accordance with the following formula:

E-2.1 <Enter appropriate formulas for performance outputs or quality measures from proposal>

<<< The remainder of this page is intentionally left blank. >>>

EXHIBIT F - METHOD OF PAYMENT

F-1 This is a **combination cost reimbursement and** fixed rate (fixed fee) Contract. The Department will pay the Provider for the delivery of service units provided in accordance with the terms and conditions of this Contract, subject to the availability of funds, as specified in **Table 2**.

| Table 2. Service Unit and Payment Schedule | | | |
|---|------------------------|------------------------------------|--------------|
| Service Unit | Number of Units | Method of Payment or Rate | Total |
| Service Unit D-1.1 | <TBD> | Fixed Rate | |
| Service Unit D-1.2 | <TBD> | Fixed Rate | |
| Service Unit D-1.3 | <TBD> | <Cost Reimbursement or Fixed Rate> | |
| Service Unit D-1.5 | <TBD> | Fixed Rate | |
| Service Unit D-1.6 | <TBD> | <Cost Reimbursement or Fixed Rate> | |
| Contract Total | | | |

F-2 INVOICE AND SUPPORTING DOCUMENTATION

F-2.1 The Provider shall request payment on a monthly basis through submission of a properly completed invoice (**Exhibit F1**) no later than the 15th day following the end of each month, accompanied by a Monthly Service Report using the template provided in **Exhibit F2**.

F-2.2 The Department shall approve payments following receipt of documentation of compliance with the Performance Measures for Acceptance of Deliverables specified in **Section D-4**.

F-3 FINANCIAL CONSEQUENCES

The Department shall approve monthly payments following receipt of an invoice and documentation of compliance with the Performance Measures for Acceptance of Deliverables in **Exhibits D and E**.

F-3.1 If the Provider does not meet a performance measure in **Exhibits D or E**, the Department will reduce the payment due for that service period by x% percent of the total invoice amount.

F-3.2 In the event of an invoice reduction, if the Provider subsequently achieves the measure during the same state fiscal year, the Provider may submit a supplemental invoice, demonstrating the measure has been attained and requesting payment of the reduced portion of the original invoice.

F-3.3 If the Provider does not meet the same measure for three or more consecutive months, the Department shall apply the provisions of **Section 6.1**. Corrective active plans required under **Section 6.1**, may result in a reduction of future funding under this Contract, at the Department’s sole discretion.

F-3.4 If the Provider does not meet any of the milestones in **Section D-3**, the Department may apply the following financial consequences for each day past the milestone date until completion of the milestone:

F-3.4.1 For the tasks specified in **Section C-1.1** through **C-1.3**, \$3,000 for each day.

F-3.4.2 For the tasks specified in **Section C-1.5**, \$1,000 for each day.

F-3.4.3 For the tasks specified in **Section C-1.6**, \$625 for each day.

EXHIBIT F1

**FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES
SUBSTANCE ABUSE AND MENTAL HEALTH**

INVOICE PAYMENT REQUEST

SECTION 1: VENDOR DETAIL - THIS SECTION TO BE COMPLETED BY THE PROVIDER.

| | | |
|---------------------------------|---------------------|----------|
| 1. Provider's Name: | 5. Contract Number: | |
| 2. Mailing Address for Warrant: | 6. Invoice Number: | |
| | 7. Service Period: | |
| 3. Providers Telephone: | Begin Date | End Date |
| 4. Federal ID Number: | | |

SECTION 2: SERVICES AND DELIVERABLES - THIS SECTION TO BE COMPLETED BY THE PROVIDER

| SERVICE UNIT | NUMBER OF UNITS | RATE | AMOUNT REQUESTED |
|--------------------|-----------------|------|------------------|
| Service Unit D-1.1 | | | \$ |
| Service Unit D-1.2 | | | |
| Service Unit D-1.3 | | | |
| Service Unit D-1.4 | | | |
| Service Unit D-1.5 | | | |
| TOTAL | | | \$ |

I certify the above to be accurate and in agreement with the Provider's records and with the terms and conditions of the contract. Additionally, I certify that all information and support documentation are attached as required by the contract.

Signature _____ Title _____
Date _____

SECTION 3 - FUNDING DETAIL
-----FOR DEPARTMENT USE ONLY-----

| AMOUNT APPROVED FOR PAYMENT | | | | | \$ |
|-----------------------------|----|-------------|----|-----|--------|
| Org Code | BE | C A T | EO | OCA | AMOUNT |
| | | | | | |

| | |
|--|--|
| Date Invoice Received: _____ Date Goods and Services Received: _____ Date Goods were inspected and Approved: _____ | I certify that this invoice has been reviewed and approved for payment: Contract Manager Name: _____ Contract Manager Signature: _____ |
|--|--|

EXHIBIT F2

| MONTHLY SERVICE REPORT | | | |
|------------------------|--------------|-------------------------|------------|
| Provider Name: | | Contract Number: | |
| Service Period | From: | | To: |

| DELIVERABLES | | |
|---|-------------------|-------------|
| Monthly Summary Report Elements | Reference Section | Total Count |
| Number of contacts from first responders or their family members | C-2.3.1.1 | |
| Number of referrals made | C-2.3.1.2 | |
| Number of documented linkages to services by Peer Navigators | C-2.3.1.3 | |
| <i>*Attach a breakdown of each report element subtotaled by county.</i> | | |

| | |
|---|-----------|
| Attach a list of new and updated resources added to the database. | C-2.3.1.4 |
| Attach updated timetable | C-2.3.1.5 |

| CERTIFICATION | |
|---|--------------|
| I certify the above to be accurate and in agreement with this agency's records and with the terms of this agency's contract with the Department. Additionally, I certify that all client demographic and service event data have been submitted to the Department in accordance with the terms and conditions of this contract. | |
| | |
| Authorized Name (Print) | Title |
| | |
| Authorized Signature | Date |

ATTACHMENT 1

The administration of resources awarded by the Department of Children & Families to the provider may be subject to audits as described in this attachment.

MONITORING

In addition to reviews of audits conducted in accordance with 2 Code of Federal Regulations (CFR) §§ 200.500- 200.521 and § 215.97, F.S., as revised, the Department may monitor or conduct oversight reviews to evaluate compliance with contract, management and programmatic requirements. Such monitoring or other oversight procedures may include, but not be limited to, on-site visits by Department staff, agreed-upon procedures engagements as described in 2 CFR § 200.425 or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department's inspector general, the state's Chief Financial Officer or the Auditor General.

AUDITS

PART I: FEDERAL REQUIREMENTS

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in 2 CFR §§ 200.500-200.521.

In the event the recipient expends \$750,000 or more in Federal awards during its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR §§ 200.500-200.521. The recipient agrees to provide a copy of the single audit to the Department's Single Audit Unit and its contract manager. In the event the recipient expends less than \$750,000 in Federal awards during its fiscal year, the recipient agrees to provide certification to the Department's Single Audit Unit and its contract manager that a single audit was not required. In determining the Federal awards expended during its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Children & Families, Federal government (direct), other state agencies, and other non-state entities. The determination of amounts of Federal awards expended should be in accordance with guidelines established by 2 CFR §§ 200.500-200.521. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR Part 200 §§ 200.500-200.521 will meet the requirements of this part. In connection with the above audit requirements, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR § 200.508.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the Department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the Department shall be fully disclosed in the audit report package with reference to the specific contract number.

PART II: STATE REQUIREMENTS

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

In the event the recipient expends \$500,000 or more (\$750,000 or more for fiscal years beginning on or after July 1, 2016) in state financial assistance during its fiscal year, the recipient must have a State single or project-specific audit conducted in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. The recipient agrees to provide a copy of the single audit to the Department's Single Audit Unit and its contract manager. In the event the recipient expends less than \$500,000 (less than \$750,000 for fiscal years beginning on or after July 1, 2016) in State financial assistance during its fiscal year, the recipient agrees to provide certification to the Department's Single Audit Unit and its contract manager that a single audit was not required. In determining the state financial assistance expended during its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Children & Families, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

In connection with the audit requirements addressed in the preceding paragraph, the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 or 10.650, Rules of the Auditor General.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the Department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the Department shall be fully disclosed in the audit report package with reference to the specific contract number.

PART III: REPORT SUBMISSION

Any reports, management letters, or other information required to be submitted to the Department pursuant to this agreement shall be submitted within 180 days after the end of the provider's fiscal year or within 30 (federal) or 45 (State) days of the recipient's receipt of the audit report, whichever occurs first, directly to each of the following unless otherwise required by Florida Statutes:

- A. Contract manager for this contract (1 copy)
- B. Department of Children & Families (1 electronic copy and management letter, if issued)

Office of the Inspector General
Single Audit Unit
The Centre, Suite 400-I
2415 Monroe Street
Tallahassee, Florida 32303

Email address: HQW.IG.Single.Audit@myflfamilies.com

- C. Reporting packages for audits conducted in accordance with 2 CFR Part 200 §§ 200.500-200.521, and required by Part I of this agreement shall be submitted, when required by § 200.512 (d) by or on behalf of the recipient directly to the Federal Audit Clearinghouse using the Federal Audit Clearinghouse's Internet Data Entry System at: <https://harvester.census.gov/facweb/> and other Federal agencies and pass-through entities in accordance with 2 CFR § 200.512.

- D. Copies of reporting packages required by Part II of this agreement shall be submitted by or on behalf of the recipient directly to the following address:

Auditor General
Local Government Audits/342
Claude Pepper Building, Room 401
111 West Madison Street
Tallahassee, Florida 32399-1450

Email address: flaudgen_localgovt@aud.state.fl.us

Providers, when submitting audit report packages to the Department for audits done in accordance with 2 CFR §§ 200.500-200.521, or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit or for-profit organizations), Rules of the Auditor General, should include, when available, correspondence from the auditor indicating the date the audit report package was delivered to them. When such correspondence is not available, the date that the audit report package was delivered by the auditor to the provider must be indicated in correspondence submitted to the Department in accordance with Chapter 10.558(3) or Chapter 10.657(2), Rules of the Auditor General.

PART IV: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of six years from the date the audit report is issued and shall allow the Department or its designee, Chief Financial Officer or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department or its designee, Chief Financial Officer or Auditor General upon request for a period of three years from the date the audit report is issued, unless extended in writing by the Department.

Attachment 2

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____

Date: _____

Application or Contract ID Number: _____

Name of Authorized Individual Application or Contractor: _____

Address of Organization: _____

ATTACHMENT 3

This Attachment contains the terms and conditions governing the Provider's access to and use of Protected Health Information and provides the permissible uses and disclosures of protected health information by the Provider, also called "Business Associate."

Section 1. Definitions

1.1 Catch-all definitions:

The following terms used in this Attachment shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required by Law, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

1.2 Specific definitions:

- 1.2.1 "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR § 160.103, and for purposes of this Attachment shall specifically refer to the Provider.
- 1.2.2 "Covered Entity" shall generally have the same meaning as the term "covered entity" at 45 CFR § 160.103, and for purposes of this Attachment shall refer to the Department.
- 1.2.3 "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
- 1.2.4 "Subcontractor" shall generally have the same meaning as the term "subcontractor" at 45 CFR § 160.103 and is defined as an individual to whom a business associate delegates a function, activity, service, other than in the capacity of a member of the workforce of such business associate.

Section 2. Obligations and Activities of Business Associate

2.1 Business Associate agrees to:

- 2.1.1 Not use or disclose protected health information other than as permitted or required by this Attachment or as required by law;
- 2.1.2 Use appropriate administrative safeguards as set forth at 45 CFR § 164.308, physical safeguards as set forth at 45 CFR § 164.310, and technical safeguards as set forth at 45 CFR § 164.312; including, policies and procedures regarding the protection of PHI and/or ePHI set forth at 45 CFR § 164.316 and the provisions of training on such policies and procedures to applicable employees, independent contractors, and volunteers, that reasonably and appropriately protect the confidentiality, integrity, and availability of the PHI and/or ePHI that the Provider creates, receives, maintains or transmits on behalf of the Department;
- 2.1.3 Acknowledge that (a) the foregoing safeguards, policies and procedures requirements shall apply to the Business Associate in the same manner that such requirements apply to the Department, and (b) the Business Associate's and their Subcontractors are directly liable under the civil and criminal enforcement provisions set forth at Section 13404 of the HITECH Act and section 45 CFR §§ 164.500 and 164.502(E) of the Privacy Rule (42 U.S.C. 1320d-5 and 1320d-6), as amended, for failure to comply with the safeguards, policies and procedures requirements and any guidance issued by the Secretary of Health and Human Services with respect to such requirements;
- 2.1.4 Report to covered entity any use or disclosure of protected health information not provided for by this Attachment of which it becomes aware, including breaches of unsecured protected health information as required at 45 CFR § 164.410, and any security incident of which it becomes aware;

- 2.1.5 Notify the Department's Security Officer, Privacy Officer and the Contract Manager as soon as possible, but no later than five (5) business days following the determination of any breach or potential breach of personal and confidential departmental data;
- 2.1.6 Notify the Privacy Officer and Contract Manager within (24) hours of notification by the US Department of Health and Human Services of any investigations, compliance reviews or inquiries by the US Department of Health and Human Services concerning violations of HIPAA (Privacy, Security Breach).
- 2.1.7 Provide any additional information requested by the Department for purposes of investigating and responding to a breach;
- 2.1.8 Provide at Business Associate's own cost notice to affected parties no later than 30 days following the determination of any potential breach of personal or confidential departmental data as provided in section 501.171, F.S.;
- 2.1.9 Implement at Business Associate's own cost measures deemed appropriate by the Department to avoid or mitigate potential injury to any person due to a breach or potential breach of personal and confidential departmental data;
- 2.1.10 Take immediate steps to limit or avoid the recurrence of any security breach and take any other action pertaining to such unauthorized access or disclosure required by applicable federal and state laws and regulations regardless of any actions taken by the Department ;
- 2.1.11 In accordance with 45 CFR §§ 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information. Business Associate's must attain satisfactory assurance in the form of a written contract or other written agreement with their business associate's or subcontractor's that meets the applicable requirements of 164.504(e)(2) that the Business Associate or Subcontractor will appropriately safeguard the information. For prior contracts or other arrangements, the provider shall provide written certification that its implementation complies with the terms of 45 CFR § 164.532(d);
- 2.1.12 Make available protected health information in a designated record set to covered entity as necessary to satisfy covered entity's obligations under 45 CFR § 164.524;
- 2.1.13 Make any amendment(s) to protected health information in a designated record set as directed or agreed to by the covered entity pursuant to 45 CFR § 164.526, or take other measures as necessary to satisfy covered entity's obligations under 45 CFR § 164.526;
- 2.1.14 Maintain and make available the information required to provide an accounting of disclosures to the covered entity as necessary to satisfy covered entity's obligations under 45 CFR § 164.528;
- 2.1.15 To the extent the business associate is to carry out one or more of covered entity's obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the covered entity in the performance of such obligation(s); and
- 2.1.16 Make its internal practices, books, and records available to the Secretary of the U.S. Department of Health and Human Services for purposes of determining compliance with the HIPAA Rules.

Section 3. Permitted Uses and Disclosures by Business Associate

- 3.1 The Business associate may only use or disclose protected health information covered under this Attachment as listed below:
 - 3.1.1 The Business Associate may use and disclose the Department's PHI and/or ePHI received or created by Business Associate (or its agents and subcontractors) in performing its obligations pursuant to this Attachment.

- 3.1.2 The Business Associate may use the Department's PHI and/or ePHI received or created by Business Associate (or its agents and subcontractors) for archival purposes.
- 3.1.3 The Business Associate may use PHI and/or ePHI created or received in its capacity as a Business Associate of the Department for the proper management and administration of the Business Associate, if such use is necessary (a) for the proper management and administration of Business Associate or (b) to carry out the legal responsibilities of Business Associate.
- 3.1.4 The Business Associate may disclose PHI and/or ePHI created or received in its capacity as a Business Associate of the Department for the proper management and administration of the Business Associate if (a) the disclosure is required by law or (b) the Business Associate (1) obtains reasonable assurances from the person to whom the PHI and/or ePHI is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person and (2) the person agrees to notify the Business Associate of any instances of which it becomes aware in which the confidentiality and security of the PHI and/or ePHI has been breached.
- 3.1.5 The Business Associate may aggregate the PHI and/or ePHI created or received pursuant this Attachment with the PHI and/or ePHI of other covered entities that Business Associate has in its possession through its capacity as a Business Associate of such covered entities for the purpose of providing the Department of Children and Families with data analyses relating to the health care operations of the Department (as defined in 45 C.F.R. § 164.501).
- 3.1.6 The Business Associate may de-identify any and all PHI and/or ePHI received or created pursuant to this Attachment, provided that the de-identification process conforms to the requirements of 45 CFR § 164.514(b).
- 3.1.7 Follow guidance in the HIPAA Rule regarding marketing, fundraising and research located at Sections 45 CFR § 164.501, 45 CFR § 164.508 and 45 CFR § 164.514.

Section 4. Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions

- 4.1 Covered entity shall notify business associate of any limitation(s) in the notice of privacy practices of covered entity under 45 CFR § 164.520, to the extent that such limitation may affect business associate's use or disclosure of protected health information.
- 4.2 Covered entity shall notify business associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her protected health information, to the extent that such changes may affect business associate's use or disclosure of protected health information.
- 4.3 Covered entity shall notify business associate of any restriction on the use or disclosure of protected health information that covered entity has agreed to or is required to abide by under 45 CFR § 164.522, to the extent that such restriction may affect business associate's use or disclosure of protected health information.

Section 5. Termination

5.1 Termination for Cause

- 5.1.1 Upon the Department's knowledge of a material breach by the Business Associate, the Department shall either:
 - 5.1.1.1 Provide an opportunity for the Business Associate to cure the breach or end the violation and terminate the Agreement or discontinue access to PHI if the Business Associate does not cure the breach or end the violation within the time specified by the Department of Children and Families;
 - 5.1.1.2 Immediately terminate this Agreement or discontinue access to PHI if the Business Associate has breached a material term of this Attachment and does not end the violation; or

5.1.1.3 If neither termination nor cure is feasible, the Department shall report the violation to the Secretary of the Department of Health and Human Services.

5.2 Obligations of Business Associate Upon Termination

5.2.1 Upon termination of this Attachment for any reason, business associate, with respect to protected health information received from covered entity, or created, maintained, or received by business associate on behalf of covered entity, shall:

5.2.1.1 Retain only that protected health information which is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities;

5.2.1.2 Return to covered entity, or other entity as specified by the Department or, if permission is granted by the Department, destroy the remaining protected health information that the Business Associate still maintains in any form;

5.2.1.3 Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of the protected health information, other than as provided for in this Section, for as long as Business Associate retains the protected health information;

5.2.1.4 Not use or disclose the protected health information retained by Business Associate other than for the purposes for which such protected health information was retained and subject to the same conditions set out at paragraphs 3.1.3 and 3.1.4 above under "Permitted Uses and Disclosures By Business Associate" which applied prior to termination; and

5.2.1.5 Return to covered entity, or other entity as specified by the Department or, if permission is granted by the Department, destroy the protected health information retained by business associate when it is no longer needed by business associate for its proper management and administration or to carry out its legal responsibilities.

5.2.1.6 The obligations of business associate under this Section shall survive the termination of this Attachment.

Section 6. Miscellaneous

6.1 A regulatory reference in this Attachment to a section in the HIPAA Rules means the section as in effect or as amended.

6.2 The Parties agree to take such action as is necessary to amend this Attachment from time to time as is necessary for compliance with the requirements of the HIPAA Rules and any other applicable law.

6.3 Any ambiguity in this Attachment shall be interpreted to permit compliance with the HIPAA Rules.

APPENDIX X: FEDERAL GRANT COMPLIANCE INTRODUCTION

Subrecipients of federal grants are required to follow the terms of the grants themselves as well as either Title 2 Part 200 of the United States Code of Federal Regulations Chapter (CFR) or Title 45 Part 75. The following introduces some of those requirements. This is merely an introduction and must not be relied upon; the applicable CFR Part and applicable federal grant contain the full statement of the actual requirements.

Subpart B — General Provisions

| |
|--|
| 1. Integrity Rules (2 CFR 200.112-113; 45 CFR 75.112-113) |
| 1.1 Disclosure of any potential conflicts of interest to the Florida Department of Children and Families (DCF) in accordance with the applicable federal awarding agency policy. |
| 1.2 Disclosure of all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Note: Failure to do so can result in suspension and/or debarment.) |

Subpart C — Pre-federal Award Requirements and Contents of Federal Awards

| |
|--|
| 2. Fixed Award Amounts (2 CFR 200.201; 45 CFR 75.201) |
| 2.1 If awarded a fixed-award, payments will be based on meeting specific requirements of the federal award. Accountability will be based on performance and results. |

Subpart D — Post-federal Award Requirements

| |
|--|
| 3. Standards for Financial and Program Management (2 CFR 200.300-309; 45 CFR 75.300-309) |
| 3.1 Adherence to performance measurements that relate financial data to performance accomplishments. When applicable, the reports will provide cost information to demonstrate cost effective practices. Some grants may require reports to include indicators and milestones accomplished on performance goals. |
| 3.2 Maintenance of a financial management system, which includes records documenting compliance, that allows for the preparation of reports required by general and program-specific terms/conditions. The financial management system must also allow for the tracing of funds to a level of expenditures to show that they have been used according to the terms/conditions/regulations. |
| 3.3 The financial management system must provide the following: <ul style="list-style-type: none"> 3.3.1 Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the federal awarding agency, and name of the pass-through entity, if any. 3.3.2 Accurate, current, and complete disclosure of the financial results of each Federal award or program. 3.3.3 Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation. 3.3.4 Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. 3.3.5 Comparison of expenditures with budget amounts for each Federal award. 3.3.6 Written procedures to implement the payment requirements found in §200.305 or §75.305 as applicable. 3.3.7 Written procedures for determining the allowability of costs in accordance with the Cost Principles of federal grant guidance and the terms and conditions of the Federal award. |
| 3.4 Internal Controls <ul style="list-style-type: none"> 3.4.1 Establish and maintain effective internal controls over federal awards to ensure compliance with regulations and the terms/conditions of awards. Consider the Internal Control Framework issued by the Committee on Sponsoring Organizations (COSO) and the Standards for Internal Control in the Federal Government (Green Book) issued by the Comptroller General as best practice examples. 3.4.2 Have internal controls and procedures in place to take prompt action when noncompliance issues are identified, including noncompliance related to audit findings. 3.4.3 Take reasonable measures to safeguard protected, personally identifiable information (PII) and other sensitive information. |
| 3.5 Payments <ul style="list-style-type: none"> 3.5.1 Minimized the time between the transfer of funds from DCF and the disbursement. (Already required by state statutes and DCF's Standard Contract) |

| | |
|--|---|
| 3.5.2 | Use funds from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned prior to requesting cash advance payments, if allowed. |
| 3.5.3 | Established banking procedures so that you can account for the receipt, obligation, and expenditure of funds for specific federal awards. |
| 3.5.4 | Preparation for any advance payments to be deposited in insured accounts when possible and in interest-bearing account unless certain criteria apply. |
| 3.6 | Cost Sharing or Matching Requirements (if required, does not apply to most DCF contracts) |
| 3.6.1 | All required criteria are met if your organization has grants that contain cost sharing or matching requirements. |
| 3.6.2 | Applying unrecovered indirect costs as cost sharing/matching requires prior approval from the federal awarding agency. |
| 3.6.3 | If authorized by the federal awarding agency to allow for the donation of buildings or land for long-term use, has the value been calculated as the lesser of the two: value of remaining life or current market value at the time of donation. |
| 3.6.4 | Volunteer services from a third party to meet cost/matching requirements must be integral and necessary part of the project/program and documented. |
| 3.7 | Use of Program Income |
| 3.7.1 | Program Income must be deducted from the total allowable costs to determine the net allowable costs. Program income must be used for current costs unless the Federal awarding agency authorizes otherwise. Unanticipated program income must be used to reduce the federal award. |
| 3.7.2 | For IHEs and nonprofit research institutions, program income may be added to the federal award with prior Federal approval. |
| 3.7.3 | Program income may be used to meet cost sharing/matching requirements if applicable, with prior Federal approval. |
| 4. Property Standards (2 CFR 200.310-316; 45 CFR 75.316-323) | |
| 4.1 | Insurance coverage: Maintain equivalent insurance coverage for real property and equipment acquired or improved with federal funds (but not federally owned) as provided to property owned by your organization. |
| 4.2 | Real Property: Maintain procedures that meet federal guidance regarding real property to meet the requirements for title, use, and disposition. |
| 4.3 | Federally-owned and exempt property |
| 4.3.1 | An annual inventory listing of federally owned property in its custody must be annually submitted to the federal awarding agency. |
| 4.3.2 | After an award has been completed or federal property is no longer needed, the organization must report the property as excess to the federal awarding agency. |
| 4.4 | Equipment |
| 4.4.1 | Maintain proper equipment procedures in place to meet the requirements for title, use, and disposition under federal grant guidance. |
| 4.4.2 | Equipment management procedures must be in place for equipment acquired in whole or in part under the federal award, which include detailed identification markers, percentage of federal participation in costs, location, use and condition and any disposition data, date of disposal and sale price of the property. |
| 4.4.3 | A physical inventory of property must be taken at least once every two years with results reconciled with property records. |
| 4.4.4 | A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. |
| 4.4.5 | Adequate maintenance procedures must be developed to keep the property in good condition. |
| 4.4.6 | If authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return. |
| 4.5 | Supplies exceeding \$5,000: The federal government must be compensated for its share of residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of a project or program, unless supplies are not needed for any other federal award. |
| 4.6 | Intangible property: Maintain proper procedures to meet federal grant guidance involving intangible property. |
| 5. Procurement Standards (2 CFR 200.317-326; 45 CFR 75.326-335) | |
| 5.1 | Maintain written standards of conduct covering conflict of interest and governing employees engaged in the selection, award and administration of contracts. If your organization has a parent, affiliate, or subsidiary organization that is not a state or local government or Indian tribe, your conflict of interest policy must also include organizational conflicts of interest. |
| 5.2 | Procurement procedures and policies must be in place to meet the following requirements: |

| | |
|--|---|
| 5.2.1 | Are written |
| 5.2.2 | Ensure that the acquisition of duplicate or unnecessary items is avoided |
| 5.2.3 | Ensure that state and local government intergovernmental agreements are considered where appropriate |
| 5.2.4 | Ensure contracts are awarded only to responsible contractors with the ability to perform contract terms successfully |
| 5.2.5 | Ensure all procurement transactions are conducted in a manner providing full and open competition |
| 5.2.6 | Do not include state or local geographical preferences (except where federal statutes mandate or encourage geographic preference) |
| 5.2.7 | Ensure all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured |
| 5.2.8 | Require cost or price analysis, including independent estimates, for all purchases over \$150,000 |
| 5.2.9 | Include affirmative steps to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible |
| 5.3 | Procurement policies must include guidelines for the following purchase thresholds, which must meet federal grant guidance requirements: |
| 5.3.1 | Micro-purchase (<\$10,000, no quotations, equitable distributions) |
| 5.3.2 | Small purchase (\$10,000-\$250,000, rate quotations, no cost or price analysis) |
| 5.3.3 | Sealed bids (\$250,000, formal advertising, price is a major factor). |
| 5.3.4 | Competitive proposal (> \$250,000, fixed price or cost reimbursement, request for proposal (RFP) with evaluation methods). |
| 5.3.5 | Noncompetitive proposal (solicitation of a proposal from only one source, unique product/service) |
| 5.4 | Time and material type contracts are used only after a determination that no other contract is suitable, and the contract must include a ceiling price that the contractor exceeds at its own risk. |
| 5.5 | All prequalified lists of persons, vendors, or products must include enough qualified sources to ensure maximum free and open competition, and there must be a process to ensure this list is kept up to date. |
| 5.6 | Procurement processes include keeping records that detail history of ALL procurements and at the minimum include the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract. |
| 5.7 | Procurement policies for construction or facility improvement contracts, or subcontracts exceeding \$250,000, include a bid guarantee equivalent to 5% of the bid price from each bidder (such as bid bond or certified check), a performance bond on the part of the contractor for 100 percent of the contract price, and a payment bond on the part of the contractor for 100 percent of the contract price. |
| 6. Performance and Financial Monitoring and Reporting (2 CFR 300.327-329; 45 CFR 75.341-343) | |
| 6.1 | Performance and Financial reports will likely be required so that DCF can meet its obligations as a recipient of federal awards, which should be no more often than quarterly except in unusual circumstances. |
| 6.2 | Annually submit a report on the status of real property if the federal government retains an interest. (Note: If federal interest is for 15 years or longer, reporting may be required at various multi-year frequencies as well.) |
| 7. Subrecipient Monitoring and Management (2 CFR 200.330-332; 45 CFR 75.351-353) {Pass-through entity requirements} | |
| 7.1 | A formal process must be developed to analyze awards for determining subrecipient versus a contractor relationship. |
| 7.2 | Subawards made to subrecipients must include the following pieces of information: |
| 7.2.1 | Federal Award Identification (There are 13 required data elements in this item). |
| 7.2.2 | All requirements imposed by your organization on the subrecipient so that the federal award is used in accordance with federal statutes, regulations and the terms and conditions of the federal award. |
| 7.2.3 | Any additional requirements that your organization imposes on the subrecipient in order for your organization to meet its own responsibility to the federal awarding agency or DCF, including identification of any required financial and performance reports. |
| 7.2.4 | An approved federally recognized indirect cost rate negotiated between the subrecipient and the federal government or, if no such rate exists, either a rate negotiated between your organization and the subrecipient (in compliance with federal guidance), or a de minimis (10 percent) indirect cost rate. |
| 7.2.5 | A requirement that the subrecipient permit your organization and auditors to have access to the subrecipient's records and financial statements as necessary. |
| 7.2.6 | Appropriate terms and conditions concerning closeout of the subaward. |
| 7.3 | Evaluate the subrecipient for risk of noncompliance with federal regulations and terms of subaward to determine appropriate monitoring for each subrecipient. |

| | |
|--|---|
| 7.4 | Monitor the activities of the subrecipient as necessary to ensure the subaward is used for authorized purposes and in accordance with statutes, regulations and terms and conditions. Monitoring must include: |
| 7.4.1 | Reviewing financial and programmatic reports |
| 7.4.2 | Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means |
| 7.4.3 | Issuing a management decision for audit findings pertaining to the federal award |
| 7.5 | Verify that every subrecipient is audited as required under federal grant guidance. |
| 7.6 | Review results of subrecipient's audits, on-site reviews, or other monitoring to detect conditions that necessitate adjustments to your organization's own records. |
| 7.7 | Take enforcement action against noncompliant subrecipients when appropriate. |
| 7.8 | In order to issue subawards based on fixed amounts up to the Simplified Acquisition Threshold (currently at \$250,000), prior written approval from the federal awarding agency must be obtained. |
| 8. Record Retention and Access (2 CFR 200.333-337; 45 CFR 75.361-365) | |
| 8.1 | Maintain a policy to verify that financial records, supporting documents, statistical records, etc., are retained for at least three years from the date of submission of the final expenditure report, or for ongoing grants, the date of submission of the quarterly or annual financial report. (Note: If any litigation/claim/audit is started before the three-year time frame, records must be retained until completed or resolved.) |
| 9. Closeout (2 CFR 200.343; 45 CFR 75.381) | |
| 9.1 | Develop procedures to meet the following requirements for closing out grants at the end of the period of performance: |
| 9.1.1 | Must submit no later than 90 calendar days after the end of period of performance all financial, performance, and other reports required by terms and conditions. |
| 9.1.2 | Must liquidate all obligations incurred no later than 90 calendar days per terms/conditions. |
| 9.1.3 | Must promptly refund any balances of unobligated cash that the federal agency or pass-through entity paid in advance or paid that isn't authorized to be retained for use in other projects. |
| 9.2 | Must account for any real and personal property acquired with federal funds or received from the federal government. |

Subpart E - Cost Principles

| | |
|---|--|
| 10. Required Certifications (2 CFR 200.415; 45 CFR 75.415) | |
| 10.1 | A certification must be included that is signed by an official who can legally bind your organization for annual and final fiscal reports or vouchers requesting payment under an agreement. The certification must read: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)." |
| 11. Time and Effort Reporting (2 CFR 200.430; 45 CFR 75.430) | |
| 11.1 | The organization must meet one of the following: |
| 11.1.1 | Maintain a time and effort reporting processes that include records that accurately reflect the work performed and the necessary requirements under federal grant guidance, or |
| 11.1.2 | Use budget estimates for interim accounting purposes following federal grant guidance requirements. |
| 11.1.3 | Use a substitute process or system for salaries and wages to federal awards, if the system is approved by the cognizant agency for indirect cost. Should a substitute sampling system be used, it must meet acceptable statistical sampling standards. |
| 11.2 | Salaries and wages of employees used in meeting the cost sharing or matching requirement on federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from federal awards. |

**APPENDIX XI: COMMITMENT OF MATCH DONATION
(FOR THE ENTIRE CONTRACT PERIOD)**

TO: (vendor name) _____
 FROM: (donor name) _____
 ADDRESS: _____

The following ___ space, ___ equipment, ___ goods or supplies, and ___ services, are donated to _____ permanently (title passes to _____) _____ temporarily (title is retained by the donor), for the period _____ to _____.

Description and Basis for Valuation (See next page)

| <u>Description</u> | <u>Value</u> |
|--------------------|----------------------|
| (1) _____ | \$ _____ |
| (2) _____ | \$ _____ |
| (3) _____ | \$ _____ |
| (4) _____ | \$ _____ |
| | TOTAL VALUE \$ _____ |

The above donation is not currently included as a cost (either direct or matching) of any state or federal contract or grant, nor has it been previously purchased from or used as match for any state or federal contract.

 (Donor Signature) (Date) (Vendor Designee Signature) (Date)

Appendix XI (cont.)
BASIS OF VALUATION

Building/Space

1. Donor retains title:
 - a. Fair commercial rental value - Substantiated in provider's records by written confirmation(s) of fair commercial rental value by qualified individuals, e.g., Realtors, property managers, etc.
 - b. (1) Established monthly rental of space \$ _____
 (2) Number of months donated during the contract _____
 Value to the project [b.(1) X b.(2)] \$ _____

2. Title passes to the County:

Depreciation

- a. Cost of Fair Market Value (FMV) at acquisition (excluding land) \$ _____
- b. Estimated useful life at date of acquisition _____ yrs.
- c. Annual depreciation (a./b.) \$ _____
- d. Total square footage _____ sq. ft.
- e. Number of square feet to be used on the grant program _____ sq. ft.
- f. Percentage of time during contract period the project will occupy the building or space _____ %
 Value to project (e./d. X f. X c.) \$ _____

Use Allowance

- a. To be used in the absence of depreciation schedule (i.e., when the item is not normally depreciated in the County's accounting records).
- b. May include an allowance for space as well as the normal cost of upkeep, such as repairs and maintenance, insurance, etc.

Equipment

1. Donor retains title: Fair Rental Value
2. Title passes to County:
 - a. FMV at time of donation \$ _____
or
 - b. Annual value to project (not to exceed 6 2/3% X a.) = \$ _____

Goods or Supplies

FMV at time of donation

Personnel Services

1. Staff of another agency or organization:

| | | | | | |
|---------------|----------------------|---|----------------|---|----------|
| Annual Salary | Number of hours 2080 | X | to be provided | = | \$ _____ |
|---------------|----------------------|---|----------------|---|----------|
2. Volunteer -- Comparable annual salary \$ _____

| | | | | | |
|---------------|----------------------|---|----------------|---|----------|
| Annual Salary | Number of hours 2080 | X | to be provided | = | \$ _____ |
|---------------|----------------------|---|----------------|---|----------|

APPENDIX XII: MATCH SUMMARY
(for the entire contract period)

Date - _____

Vendor - _____

Match Requirement Percentage - _____

Total Match Required for the Grant \$ _____

Match Committed:

| | |
|---------|----------|
| Cash | \$ _____ |
| In-Kind | \$ _____ |
| Total | \$ _____ |

Comments: _____

Prepared By _____

Approved By _____

APPENDIX XIII: DCF/MANAGING ENTITY REGIONAL CROSSWALK

| DCF Region | County | | Managing Entity |
|-------------------|---------------|------------|---|
| Northwest | Escambia | Gulf | Big Bend Community Based Care |
| | Santa Rosa | Holmes | |
| | Okaloosa | Jackson | |
| | Walton | Washington | |
| | Bay | Franklin | |
| | Calhoun | Gadsden | |
| | Leon | Jefferson | |
| | Liberty | Wakulla | |
| Northeast | Madison | Taylor | Lutheran Services Florida |
| | Columbia | Union | |
| | Dixie | Baker | |
| | Hamilton | Clay | |
| | Lafayette | Duval | |
| | Suwannee | Nassau | |
| | Alachua | Flagler | |
| | Bradford | St. John's | |
| | Gilchrist | Volusia | |
| | Levy | Putnam | |
| Central | Citrus | Marion | Central Florida Cares Health System |
| | Hernando | Sumter | |
| | Lake | | |
| | Orange | Osceola | |
| | Seminole | Brevard | |
| | Highlands | Hardee | |
| | Polk | | |
| SunCoast | DeSoto | Charlotte | Central Florida Behavioral Health Network |
| | Manatee | Lee | |
| | Sarasota | Collier | |
| | Hillsborough | Hendry | |
| | Pasco | Glades | |
| | Pinellas | | |
| Southeast | Indian River | St. Lucie | Southeast Florida Behavioral Health Network |
| | Martin | Palm Beach | |
| | Okeechobee | | |
| | Broward | | Broward Behavioral Health Coalition |
| Southern | Miami-Dade | Monroe | South Florida Behavioral Health Network |

**State of Florida
Department of Children and Families**



DCF RFP 2122 029

First Responder Regional Supports

Programmatic Evaluation Manual

Evaluator Name: _____

Vendor Name: _____

Date of Response Evaluation: _____

Evaluator Signature: _____

Effective Date: July 31, 2020
(PMT-22-2021)

1 GENERAL INSTRUCTIONS

- 1.1 Each programmatic evaluator will evaluate the programmatic response for all vendor proposals that pass the mandatory criteria. Each evaluation criterion must be scored. Fractional values will not be accepted. If an evaluator score sheet(s) is missing scores, it will be returned for completion. Scoring must reflect the evaluator's independent evaluation of the proposal to each evaluation criterion.
- 1.2 Each evaluator shall assign a score for each evaluation criterion based upon his/her assessment of the response. The assignment of an individual score must be based upon the following description of the point scores:

| IF, in your judgment the response demonstrates and/or describes... | Category | ...assign points within ... |
|--|--------------|---|
| ...extensive competency, proven capabilities, an outstanding approach to the subject area, innovative, practical and effective solutions, a clear and complete understanding of inter-relationships, full responsiveness, a clear and comprehensive understanding of the requirements and planning for the unforeseen. | Superior | 81-100% of the maximum points for the area. |
| ...clear competency, consistent capability, a reasoned approach to the subject area, feasible solutions, a generally clear and complete description of inter-relationships, extensive but incomplete responsiveness and a sound understanding of the requirements. | Good | 61-80% of the maximum points for the area. |
| ...fundamental competency, adequate capability, a basic approach to the subject area, apparently feasible but somewhat unclear solutions, a weak description of inter-relationships in some areas, partial responsiveness, a fair understanding of the requirements and a lack of staff experience and skills in some areas. | Adequate | 41-60% of the maximum points for the area. |
| ...little competency, minimal capability, an inadequate approach to the subject area, infeasible and/or ineffective solutions, somewhat unclear, incomplete and/or non-responsive, a lack of understanding of the requirements and a lack of demonstrated experience and skills. | Poor | 21-40 %of the maximum points for the area. |
| ...a significant or complete lack of understanding, an incomprehensible approach, a significant or complete lack of skill and experience and extensive non-responsiveness. | Insufficient | 0-20% of the maximum points for the area. |

- 1.3 When completing score sheets programmatic evaluators should record references to the sections of the Request for Proposal (RFP) and the written response materials which most directly pertain to the criterion and upon which their scores were based. More than one section may be recorded. Evaluators should not attempt an exhaustive documentation of every bit of information considered but only key information. In general, the reference statements should be brief. If the response does not address an evaluation criterion, evaluators should indicate “not addressed” and score it accordingly.
- 1.4 Each evaluator has been provided a copy of the RFP, including its appendices, any RFP addenda, and vendor written inquiries and the written responses provided by the Department. Each evaluator will also be provided with a copy of each programmatic response which should be evaluated and scored according to the instructions provided in the solicitation and the evaluation manual.
- 1.5 Replies shall be independently scored by each member of the evaluation team. No collaboration is permitted during the scoring process. The same scoring principles must be applied to every response received, independent of other evaluators. Evaluators should work carefully to be as thorough as possible in order to ensure a fair and open competitive procurement. No attempt by Department personnel or others, including other evaluators, to influence an evaluator’s scoring shall be tolerated.
- 1.6 If any attempt is made to influence an evaluator, the evaluator must immediately report the incident to the Procurement Officer. If such an attempt is made by the Procurement Officer, the evaluator must immediately report the incident to the Inspector General.
- 1.7 The Procurement Officer will conduct reference checks via telephone interviews.
- 1.8 Only the rating sheets provided should be used. No additional notes or marks should appear elsewhere in the evaluation manual.
- 1.9 Evaluators may request assistance in understanding evaluation criteria and replies only from the Procurement Officer and Subject Matter Experts via the Procurement Officer.
- 1.10 Questions related to the solicitation and the evaluations of the response should be directed only to:
Michele Staffieri, Procurement Officer michele.staffieri@myflfamilies.com
- 1.11 After each evaluator has completed the scoring of each programmatic response, the scores are then submitted to the Procurement Officer for compilation. The Procurement Officer will average the total programmatic point scores by each evaluator to calculate the points awarded for each section along with the financial scoring for each vendor. Financial scoring is conducted by either financial evaluators or a formula. The two scores are added together with the highest scorer being awarded.
- 1.12 Following completion of the independent evaluations of the replies, the Procurement Officer will hold a meeting to validate evaluator scoring. The purpose of the meeting is to ensure that their individual evaluation scores were captured correctly when preparing the total scores.

2 QUALITATIVE CRITERIA

Evaluators shall assign scores to each of the replies received by the Department based on the following criteria:

- Vendor’s articulation of their project approach and solution, and the ability of the approach and solution to meet the Department’s needs and the requirements of this RFP
- The innovation of the approach and solution
- Vendor references and track record implementing similar solutions to the one specified in this RFP
- Experience and skills of proposed staff relative to the proposed approach and solution

3 PROGRAMMATIC RESPONSE POINT VALUES

The maximum score for the Programmatic Response for the Required Service Components is 1,550 points. Additional points assigned for any Optional Service Components will be added to the score only in the event of a tie on the total Required Service Components.

| Criteria | Relative Value | Possible Points | Points Assigned |
|--|----------------|-----------------|-----------------|
| Required Service Components | | | |
| Criteria 1: Executive Overview | 6% | 100 | |
| Criteria 2: Core Team Qualifications | 3% | 50 | |
| Criteria 3: Services Approach and Solution | | | |
| Subcriteria 1: Needs Assessment | 13% | 200 | |
| Subcriteria 2: Information and Referral | 34% | 525 | |
| Subcriteria 3: First Responder Peers | 24% | 375 | |
| Subcriteria 4: Additional Required Elements | 13% | 200 | |
| Subcriteria 5: Implementation Timetable | 7% | 100 | |
| Required Service Components Total | 100% | 1,550 | |
| Optional Service Components – Tiebreaker | | | |
| Criteria 4: Behavioral Health Services | 50% | 275 | |
| Criteria 5: Strategic Planning | 50% | 275 | |
| Optional Service Components Total | 100% | 550 | |

Evaluation Criteria 1: Executive Overview

Criteria: The vendor's company structure, subcontractors, and experience and capability to deliver its proposed solution including the vendor performance providing services similar to the one specified in this solicitation.

Provide a brief executive overview demonstrating an understanding of the solicitation purpose and the needs specified in this solicitation. The Executive Overview includes a brief description of the vendor's organization, leadership credentials, approach for Scope of Work services, management of Performance Specifications, and means of completing Deliverables.

| Section | Considerations | Maximum Possible Points | Points Awarded |
|---------------|---|-------------------------|----------------|
| 4.2.4.1.1 | <p>1. To what extent does the proposal describe vendor's approach and philosophy, including mission statement, core values, and vision?</p> <p><i>The proposal should demonstrate an organizational philosophy that aligns with the Department's mission and the goals of the project.</i></p> <p>(Superior 21-25; Good 16-20; Adequate 11-15; Poor 6-10; Insufficient 0-5)</p> | 25 | |
| 4.2.4.1.2 | <p>2. To what extent does the proposal describe vendor's organization and governance structure?</p> <p><i>The proposal should demonstrate clear lines of authority including corporate affiliations and a lean, efficient, and effective administrative model.</i></p> <p>(Superior 21-25; Good 16-20; Adequate 11-15; Poor 6-10; Insufficient 0-5)</p> | 25 | |
| 4.2.4.1.3 | <p>3. To what extent does the proposal describe the vendor's and subcontractor(s)' ability to successfully complete the work?</p> <p><i>The proposal should demonstrate the capacity to complete the work, either through their own resources or subcontracting.</i></p> <p>(Superior 21-25; Good 16-20; Adequate 11-15; Poor 6-10; Insufficient 0-5)</p> | 25 | |
| 4.2.4.2 | <p>4. To what extent does the proposal describe the vendor's approach to subcontracting?</p> <p><i>The proposal should demonstrate a systematic approach to identify, recruit and retain subcontractors and the services they will provide.</i></p> <p><i>The proposal must include a completed Subcontractor List (Appendix IV) for each proposed subcontractor.</i></p> <p>(Superior 21-25; Good 16-20; Adequate 11-15; Poor 6-10; Insufficient 0-5)</p> | 25 | |
| Total: | | 100 | |

Evaluation Criteria 2: Core Team Qualifications

| Criteria: The skills and experience of the vendor's leadership team, staff, and resources the vendor will use in implementing its solution. | | | |
|--|---|--------------------------------|-----------------------|
| Section | Considerations | Maximum Possible Points | Points Awarded |
| 4.2.5.1 | <p>1. To what extent does the proposal describe the qualifications and credentials of the vendor's leadership team?</p> <p><i>The proposal should demonstrate why the leadership team is qualified to lead their organization in meeting the needs of this RFP, specifically working with and on behalf of first responders and their families.</i></p> <p><i>The proposal must include résumés for key leadership personnel that demonstrate sufficient work experience, education, and training as it relates to the requirements of this solicitation.</i></p> <p>(Superior 21-25; Good 16-20; Adequate 11-15; Poor 6-10; Insufficient 0-5)</p> | 25 | |
| 4.2.5.2 | <p>2. To what extent does the proposal describe the vendor's operational approach to the recruitment, training, supervision, and retention of qualified personnel as described in this RFP?</p> <p><i>The proposal should demonstrate how the vendor and any subcontractors will address staffing requirements in a manner likely to best meet the standards required to perform properly.</i></p> <p>(Superior 21-25; Good 16-20; Adequate 11-15; Poor 6-10; Insufficient 0-5)</p> | 25 | |
| Total: | | 50 | |

Evaluation Criteria 3: Services Approach and Solution
Subcriteria 1: Needs Assessment

Provide a needs assessment clearly establishing an estimated number of persons likely to benefit from services provided as a result of this solicitation.

| Section | Considerations | Maximum Possible Points | Points Awarded |
|--------------------------------|---|-------------------------|----------------|
| <p>4.2.6.1.1 4.2.6.1.2</p> | <p>1. To what extent does the proposal identify the proposed service area, supported by county-level detail identifying the number of first responder organizations, the number of first responders and family members likely to be eligible for services?</p> <p><i>The proposal should demonstrate a reasoned approach supporting the identification of the proposed service area and number of eligible persons.</i></p> <p>(Superior 41-50; Good 31-40; Adequate 21-30; Poor 11-20; Insufficient 0-10)</p> | 50 | |
| 4.2.6.1.3 | <p>2. To what extent does the proposal describe the target number of persons to be served, by category?</p> <p><i>The proposal should demonstrate the total number of persons to be served and a breakdown of numbers of persons for all categories of first responders.</i></p> <p>(Superior 41-50; Good 31-40; Adequate 21-30; Poor 11-20; Insufficient 0-10)</p> | 50 | |
| <p>4.2.6.1.4 4.2.6.1.5</p> | <p>3. To what extent does the proposal demonstrate a statistical methodology for establishing the number likely eligible persons and target numbers to be served?</p> <p><i>The proposal should include a description of data sources used and the calculations involved in proposing the number of persons likely to be eligible for services and specific target numbers for proposed service recipients.</i></p> <p><i>The proposal should include justification for any demographic, cultural or social environmental factors impacting the needs assessment.</i></p> <p><i>The proposal should include justifications for any assumptions or other factors used to develop the proposed target numbers.</i></p> <p>(Superior 81-100; Good 61-80; Adequate 41-60; Poor 21-40; Insufficient 0-20)</p> | 100 | |
| Total: | | 200 | |

Evaluation Criteria 3: Services Approach and Solution
Subcriteria 2: Information and Referral

| <i>Describe how the vendor proposes to create or expand information and referral resources specific to first responders and their families.</i> | | | |
|---|---|-------------------------|----------------|
| Section | Considerations | Maximum Possible Points | Points Awarded |
| 4.2.6.2.1 | <p>1. To what extent does the proposal provide a comprehensive analysis of the information and referral resources currently available in the region?</p> <p><i>The proposal should demonstrate a breakdown of the resources available and any gaps in coverage or information specific to first responders.</i></p> <p>(Superior 41-50; Good 31-40; Adequate 21-30; Poor 11-20; Insufficient 0-10)</p> | 50 | |
| 4.2.6.2.1.1 | <p>2. To what extent does the proposal describe the process for developing or expanding the information database specific to first responders and their families?</p> <p><i>The proposal should demonstrate an inclusive approach to identifying resources and collecting, validating and updating required information.</i></p> <p>(Superior 81-100; Good 61-80; Adequate 41-60; Poor 21-40; Insufficient 0-20)</p> | 100 | |
| 4.2.6.2.1.2 | <p>3. To what extent does the proposal describe the data and software system used?</p> <p><i>The proposal should demonstrate a database system with the capacity to maintain the required resource information in formats and platforms easily accessible to staff responsible for providing outreach and initial engagement and First Responder Peers.</i></p> <p>(Superior 21-25; Good 16-20; Adequate 11-15; Poor 6-10; Insufficient 0-5)</p> | 25 | |
| 4.2.6.2.1.3 | <p>4. To what extent does the proposal identify staffing requirements?</p> <p><i>The proposal should include sufficient recruitment strategies, minimum experience and qualifications, training requirements and appropriate strategies to ensure a culturally competent workforce.</i></p> <p>(Superior 81-100; Good 61-80; Adequate 41-60; Poor 21-40; Insufficient 0-20)</p> | 100 | |
| 4.2.6.2.1.4 | <p>5. To what extent does the proposal describe how the vendor will track contacts made specific to this project?</p> <p><i>The proposal should demonstrate a thorough process for collecting demographic information, connecting individuals with peer-navigation services and documenting follow-up activities.</i></p> <p>(Superior 81-100; Good 61-80; Adequate 41-60; Poor 21-40; Insufficient 0-20)</p> | 100 | |
| 4.2.6.2.1.5 4.2.6.2.1.6 | <p>6. To what extent does the proposal describe how and when first responders and their families may access the information and resources?</p> <p><i>The proposal should demonstrate the platforms through which information can accessed, the estimated number of contacts to be made through each platform, and hours of operation convenient to first responders and their families.</i></p> <p>(Superior 41-50; Good 31-40; Adequate 21-30; Poor 11-20; Insufficient 0-10)</p> | 50 | |
| 4.2.6.2.1.8 | <p>7. To what extent does the proposal describe how these services will be sustained beyond the proposed contract term?</p> <p><i>The proposal should demonstrate both funding strategies and collaboration efforts to ensure sustainability beyond the proposed contract term.</i></p> <p>(Superior 81-100; Good 61-80; Adequate 41-60; Poor 21-40; Insufficient 0-20)</p> | 100 | |
| Total: | | 525 | |

Evaluation Criteria 3: Services Approach and Solution
Subcriteria 3: First Responder Peers

| <i>Describe the approach to engage and coordinate First Responder Peers to assist first responders and their families with identifying and accessing services and supports in their community.</i> | | | |
|--|--|------------------------|-----------------------|
| Section | Considerations | Possible Points | Points Awarded |
| 4.2.6.2.2.1 | <p>1. To what extent does the proposal identify the number of First Responder Peers to be engaged, including recruitment, assessment, training and monitoring.</p> <p><i>The proposal should demonstrate a clear understanding of the role of First Responder Peers, demonstrated by a sound approach to recruiting, assessing, training and monitoring.</i></p> <p><i>(Superior 81-100; Good 61-80; Adequate 41-60; Poor 21-40; Insufficient 0-20)</i></p> | 100 | |
| 4.2.6.2.2.2 | <p>2. To what extent does the proposal address staffing requirements for First Responder Peers?</p> <p><i>The proposal should identify the specific qualifications, trainings, and any certifications that will be used to qualify an individual to provide Peer Navigator services.</i></p> <p><i>(Superior 21-25 ; Good 16-20; Adequate 11-15; Poor 6-10; Insufficient 0-5)</i></p> | 25 | |
| 4.2.6.2.2.3 | <p>3. To what extent does the proposal describe the tasks to be completed by First Responder Peers?</p> <p><i>The proposal should include clearly defined tasks for First Responder Peers and a reasoned approach to how First Responder Peers will engage the target population and conduct initial assessments and screening necessary to determine the needs of persons receiving services.</i></p> <p><i>The proposal should clearly identify the First Responder Peers' hours of availability, follow-up activities to be conducted and mechanisms for oversight and support.</i></p> <p><i>(Superior 81-100; Good 61-80; Adequate 41-60; Poor 21-40; Insufficient 0-20)</i></p> | 100 | |
| 4.2.6.2.2.4 | <p>4. Does the proposal describe specific assessment tools and a process for ensuring adherence to best practices?</p> <p><i>The proposal should identify assessment tools to be adopted in determining the needs of first responders working with First Responder Peers, and the vendor's process for ensuring evidence-based fidelity in the use of assessment tools.</i></p> <p><i>(Superior 41-50; Good 31-40; Adequate 21-30; Poor 11-20; Insufficient 0-10)</i></p> | 50 | |
| 4.2.6.2.2.5 | <p>5. How well does the proposal describe the referral process?</p> <p><i>The proposal should demonstrate a process for ensuring appropriate referrals to behavioral health and community resources, a mechanism for follow-up activity to support successful engagement, and a quality assurance process to monitor the effectiveness of services.</i></p> <p><i>(Superior 81-100; Good 61-80; Adequate 41-60; Poor 21-40; Insufficient 0-20)</i></p> | 100 | |
| Total: | | 375 | |

Evaluation Criteria 3: Services Approach and Solution
Subcriteria 4: Additional Required Elements

Describe how the vendor proposes to implement a public awareness campaign and describe how and with which agencies the vendor proposes to coordinate services.

| Section | Considerations | Possible Points | Points Awarded |
|---------------|--|-----------------|----------------|
| 4.2.6.2.3 | <p>1. To what extent does the proposal provide a description of the vendor’s approach to developing and implementing a public awareness campaign?</p> <p><i>The proposal should identify and support the use of various marketing platform(s) to maximize the campaign effectiveness.</i></p> <p><i>The proposal should demonstrate how the vendor will identify and address the cultural and linguistic needs of the region.</i></p> <p><i>The proposal should include an estimated number of impressions or contacts proposed to be reached for each element of the campaign.</i></p> <p><i>(Superior 41-50; Good 31-40; Adequate 21-30; Poor 11-20; Insufficient 0-10)</i></p> | 50 | |
| 4.2.6.2.4 | <p>2. To what extent does the proposal describe how the vendor will coordinate with other entities to maximize campaign reach and effectiveness?</p> <p><i>The proposal should identify a comprehensive list of entities with which the vendor will coordinate service delivery, describe the role or importance of each collaboration, and describe the mechanisms in place to support effective collaboration.</i></p> <p><i>(Superior 81-100; Good 61-80; Adequate 41-60; Poor 21-40; Insufficient 0-20)</i></p> | 100 | |
| 4.2.6.2.5 | <p>3. To what extent does the proposal describe performance and quality outcome measures relative to the target population and proposed services?</p> <p><i>The proposal must identify at least 3 performance outputs and 5 quality outcome measures clearly associated with the target population and proposed services.</i></p> <p><i>The proposal should demonstrate appropriate tools, processes and systems to capture all the data necessary to report performance outputs and measure the quality of service provision.</i></p> <p><i>(Superior 41-50; Good 31-40; Adequate 21-30; Poor 11-20; Insufficient 0-10)</i></p> | 50 | |
| Total: | | 200 | |

Evaluation Criteria 3: Services Approach and Solution
Subcriteria 5: Implementation Timetable

Describe how the vendor's proposed timetable ensures efficient and timely implementation of each services component.

| Section | Considerations | Possible Points | Points Awarded |
|---------------|--|-----------------|----------------|
| 4.2.6.4 | <p>1. To what extent does the proposed implantation timeline describe the major milestones and propose dates ensure implementation of each selected service component?</p> <p><i>The proposal should identify the major milestones necessary for each service component, including proposed start dates for each milestone and a completion/execution date, as appropriate.</i></p> <p><i>The proposal should demonstrate the vendor's understanding of the processes necessary to ensure successful implementation and to ensure maximize service delivery.</i></p> <p><i>(Superior 81-100; Good 61-80; Adequate 41-60; Poor 21-40; Insufficient 0-20)</i></p> | 100 | |
| Total: | | 100 | |

Evaluation Criteria 4: Behavioral Health Services (Optional Services)

| <i>Describe how the vendor proposes to connect first responders and their families with Department-funded behavioral health services.</i> | | | |
|---|--|------------------------|-----------------------|
| Section | Considerations | Possible Points | Points Awarded |
| 4.2.6.3.1.1 | <p>1. To what extent does the proposal describe the proposed mechanisms to be used to identify individual behavioral health treatment needs and to identify existing third-party payor resources the individual may access to address treatment needs?</p> <p><i>The proposal should demonstrate a systematic approach to identifying behavioral health treatment needs using an evidence-based tool and a comprehensive process for identifying existing third-party payor resources.</i></p> <p>(Superior 81-100; Good 61-80; Adequate 41-60; Poor 21-40; Insufficient 0-20)</p> | 100 | |
| 4.2.6.3.1.2 | <p>2. To what extent does the proposal describe the proposed mechanisms to be used to assess individuals for eligibility for Department-funded services, where third-party payor resources are unavailable for the indicated treatment need or are insufficient to adequately address the treatment needs?</p> <p><i>The proposal should demonstrate a standardized approach to determining third-party payor resources are unavailable and evaluating an individual's eligibility for Department-funded services.</i></p> <p>(Superior 41-50; Good 31-40; Adequate 21-30; Poor 11-20; Insufficient 0-10)</p> | 50 | |
| 4.2.6.3.1.3 | <p>3. To what extent does the proposal describe the proposed mechanisms to ensure efficient referral to appropriate entities for treatment services?</p> <p><i>The proposal should demonstrate an efficient and effective process for referring individuals to Network Service Providers under subcontract with a Managing Entity for the delivery of appropriate treatment services.</i></p> <p>(Superior 41-50; Good 31-40; Adequate 21-30; Poor 11-20; Insufficient 0-10)</p> | 50 | |
| 4.2.6.3.1.4 | <p>4. Describe mechanisms to ensure prompt invoicing, service validation, data out outcome reporting, and payment processing of services provided with these funds?</p> <p><i>The proposal should demonstrate a systematic process for invoicing, prompt payment and validation of service delivery.</i></p> <p>(Superior 21-25; Good 16-20; Adequate 11-15; Poor 6-10; Insufficient 0-5)</p> | 25 | |
| 4.2.6.3.1.5 | <p>5. Describe mechanisms to be used to ensure any treatment needs exceeding the service period under this solicitation?</p> <p><i>The proposal should demonstrate a comprehensive approach to seamlessly transitioning individuals to third-party payor resources for continuation of treatment services beyond the proposed contract term.</i></p> <p>(Superior 41-50; Good 31-40; Adequate 21-30; Poor 11-20; Insufficient 0-10)</p> | 50 | |
| Total: | | 275 | |

Evaluation Criteria 5: Strategic Planning (Optional Services)

Describe the vendor's approach to strategic planning to expand behavioral prevention efforts and promote wellbeing for first responders and their families.

| Section | Considerations | Possible Points | Points Awarded |
|--|--|-----------------|----------------|
| 4.2.6.3.2.1 | <p>1. To what extent does the proposal identify the geographic locations to be involved in strategic planning?</p> <p><i>The proposal should provide ample justification for the selection of the geographic locations to be involved in strategic planning.</i></p> <p><i>(Superior 21-25; Good 16-20; Adequate 11-15; Poor 6-10; Insufficient 0-5)</i></p> | 25 | |
| 4.2.6.3.2.2 4.2.6.3.2.3 4.2.6.3.2.4 4.2.6.3.2.5 | <p>2. To what extent does the proposal identify a lead and the planning team?</p> <p><i>The proposal should identify a lead organization or person with documented planning experience and a comprehensive list of local entities to be engaged and describe their roles and expertise.</i></p> <p><i>The proposal should clearly identify appropriate roles for each member of the planning team and how the relationships will be documented and maintained.</i></p> <p><i>(Superior 81-100; Good 61-80; Adequate 41-60; Poor 21-40; Insufficient 0-20)</i></p> | 100 | |
| 4.2.6.3.2.6 | <p>3. To what extent does the proposal identify the process to be used to incorporate all core elements into the Strategic Plan?</p> <p><i>The proposal should demonstrate a systematize approach to ensure all required elements are addressed in the resulting strategic plan.</i></p> <p><i>(Superior 21-25; Good 16-20; Adequate 11-15; Poor 6-10; Insufficient 0-5)</i></p> | 25 | |
| 4.2.6.3.2.7 | <p>4. To what extent does the proposal identify the steps and responsible parties for completion of a draft Strategic Plan by the end the proposed contract term?</p> <p><i>The proposal should describe a reasonable and achievable timeline, goals and action steps and responsible parties for each of the action steps.</i></p> <p><i>(Superior 41-50; Good 31-40; Adequate 21-30; Poor 11-20; Insufficient 0-10)</i></p> | 50 | |
| 4.2.6.3.2.8 | <p>5. To what extent does the proposal describe the mechanisms used to formally adopt the Strategic Plan by all responsible parties in the specific location?</p> <p><i>The proposal should describe a detailed approach and the responsible parties for each county or agency within the covered geographic region.</i></p> <p><i>(Superior 21-25; Good 16-20; Adequate 11-15; Poor 6-10; Insufficient 0-5)</i></p> | 25 | |
| 4.2.6.3.2.9 | <p>6. To what extent does the proposal describe the process for identifying funding strategies, ongoing evaluation and continuity following the proposed contract term?</p> <p><i>The proposal should describe a comprehensive approach to identifying funding for implementation and sustainability of the Strategic Plan.</i></p> <p><i>The proposal should describe a reasoned approach for evaluating implementation of the plan and ensuring continuity beyond the proposed contract term.</i></p> <p><i>(Superior 41-50; Good 31-40; Adequate 21-30; Poor 11-20; Insufficient 0-10)</i></p> | 50 | |
| Total: | | 275 | |

**State of Florida
Department of Children and Families**



DCF RFP 2122 029

First Responder Regional Supports

Financial Evaluation Manual

Evaluator Name: _____

Vendor Name: _____

Date of Response Evaluation: _____

Evaluator Signature: _____

1 GENERAL INSTRUCTIONS

- 1.1 Each financial evaluator will evaluate the financial response for all vendor proposals that pass the mandatory criteria. Each evaluation criterion must be scored. Fractional values will not be accepted. If an evaluator score sheet(s) is missing scores, it will be returned for completion. Scoring must reflect the evaluator's independent evaluation of the proposal to each evaluation criterion.
- 1.2 Each evaluator shall assign a score for each evaluation criterion based upon his/her assessment of the response. The assignment of an individual score must be based upon the following description of the point scores:

| IF, in your judgment the response demonstrates and/or describes... | Category | ...assign points within ... |
|--|--------------|---|
| ...extensive competency, proven capabilities, an outstanding approach to the subject area, innovative, practical and effective solutions, a clear and complete understanding of inter-relationships, full responsiveness, a clear and comprehensive understanding of the requirements and planning for the unforeseen. | Superior | 81-100% of the maximum points for the area. |
| ...clear competency, consistent capability, a reasoned approach to the subject area, feasible solutions, a generally clear and complete description of inter-relationships, extensive but incomplete responsiveness and a sound understanding of the requirements. | Good | 61-80% of the maximum points for the area. |
| ...fundamental competency, adequate capability, a basic approach to the subject area, apparently feasible but somewhat unclear solutions, a weak description of inter-relationships in some areas, partial responsiveness, a fair understanding of the requirements and a lack of staff experience and skills in some areas. | Adequate | 41-60% of the maximum points for the area. |
| ...little competency, minimal capability, an inadequate approach to the subject area, infeasible and/or ineffective solutions, somewhat unclear, incomplete and /or non-responsive, a lack of understanding of the requirements and a lack of demonstrated experience and skills. | Poor | 21-40 %of the maximum points for the area. |
| ...a significant or complete lack of understanding, an incomprehensible approach, a significant of complete lack of skill and experience and extensive non-responsiveness. | Insufficient | 0-20% of the maximum points for the area. |

- 1.3 When completing score sheets financial evaluators should record references to the sections of the Request for Proposal (RFP) and the written response materials which most directly pertain to the criterion and upon which their scores were based. More than one section may be recorded. Evaluators should not attempt an exhaustive documentation of every bit of information considered but only key information. In general, the reference statements should be brief. If the response does not address an evaluation criterion, evaluators should indicate "not addressed" and score it accordingly.

-
- 1.4 Each evaluator has been provided a copy of the RFP, including its appendices, any RFP amendments, and vendor written inquiries and the written responses provided by the Department. Each evaluator will also be provided with a copy of each financial response which should be evaluated and scored according to the instructions provided in the solicitation and the evaluation manual.
 - 1.5 Replies shall be independently scored by each member of the evaluation team. No collaboration is permitted during the scoring process. The same scoring principles must be applied to every response received, independent of other evaluators. Evaluators should work carefully to be as thorough as possible in order to ensure a fair and open competitive procurement. No attempt by Department personnel or others, including other evaluators, to influence an evaluator's scoring shall be tolerated.
 - 1.6 If any attempt is made to influence an evaluator, the evaluator must immediately report the incident to the Procurement Officer. If such an attempt is made by the Procurement Officer, the evaluator must immediately report the incident to the Inspector General.
 - 1.7 The Procurement Officer will conduct reference checks via telephone interviews.
 - 1.8 Only the rating sheets provided should be used. No additional notes or marks should appear elsewhere in the evaluation manual.
 - 1.9 Evaluators may request assistance in understanding evaluation criteria and replies only from the Procurement Officer and Subject Matter Experts via the Procurement Officer.
 - 1.10 Questions related to the solicitation and the evaluations of the response should be directed only to:
Michele Staffieri, Procurement Officer michele.staffieri@myflfamilies.com
 - 1.11 After each evaluator has completed the scoring of each financial response, the scores are then submitted to the Procurement Officer for compilation. The Procurement Officer will average the total financial point scores by each evaluator to calculate the points awarded for each section along with the programmatic scoring for each vendor. Programmatic scoring is conducted by programmatic evaluators. The two scores are added together with the highest scorer being awarded.
 - 1.12 Following completion of the independent evaluations of the replies, the Procurement Officer will hold a meeting to validate evaluator scoring. The purpose of the meeting is to ensure that their individual evaluation scores were captured correctly when preparing the total scores.

2 QUALITATIVE CRITERIA

Evaluators shall assign scores to each of the replies received by the Department based on the following criteria:

- Vendor's articulation of their project approach and solution, and the ability of the approach and solution to meet the Department's needs, the requirements of this RFP
- The innovation of the approach and solution
- Vendor references and track record implementing similar solutions to the one specified in this RFP
- Experience and skills of proposed staff relative to the proposed approach and solution

3 FINANCIAL RESPONSE POINT VALUES

The maximum score for the Financial Response is 350 points.

| Criteria | Relative Value | Possible Points | Points Assigned |
|---|----------------|-----------------|-----------------|
| Criteria 1: Financial Management | 29% | 50 | |
| Criteria 2: Budget and Match | 71% | 125 | |
| TOTAL | 100% | 175 | |

Evaluation Criteria 1: Financial Management

Provide an overview of the vendor's current financial management and accounting systems, any propose efficiencies and reinvestments.

| Section | Considerations | Maximum Possible Points | Points Awarded |
|----------------|---|-------------------------|----------------|
| 4.3.3.1 | <p>1. To what extent does the proposal describe the vendor's current financial management and accounting systems?</p> <p><i>The proposal should demonstrate management and accounting systems capable of tracking and reporting the expenditure of funds associated with the provision of services under the proposed contract.</i></p> <p>(Superior 21-25; Good 16-20; Adequate 11-15; Poor 6-10; Insufficient 0-5)</p> | 25 | |
| 4.3.3.2 | <p>2. To what extent does the proposal describe how the vendor plans to develop efficiencies in the services being provided?</p> <p><i>The proposal should demonstrate any cost reductions or added services that are realized from these efficiencies and how they may be re-invested into the required services.</i></p> <p>(Superior 21-25; Good 16-20; Adequate 11-15; Poor 6-10; Insufficient 0-5)</p> | 25 | |
| Total: | | 50 | |

Evaluation Criteria 2: Budget and Match

Provide a line-item budget summary and narrative to demonstrate a summary of all proposed project costs for the entire proposed contract period and any potential renewals and provide documentation of match commitments.

| Section | Considerations | Maximum Possible Points | Points Awarded |
|--------------------------------------|--|-------------------------|----------------|
| <p>4.3.4 4.3.5</p> | <p>1. To what extent does the proposal provide the proposed costs of the project? <i>The budget narrative should demonstrate proposed line item costs are reasonable and justified with accurate calculations.</i> <i>The budget narrative should demonstrate proposed costs that are allowable according to State purchasing standards.</i> <i>The budget narrative should demonstrate proposed costs that are necessary for the delivery of the proposed services.</i> (Superior 81-100; Good 61-80; Adequate 41-60; Poor 21-40; Insufficient 0-20)</p> | <p>100</p> | |
| <p>4.3.6</p> | <p>2. To what extent does the proposal describe the vendor's ability to meet all match requirements? <i>The proposal should include a complete and accurate Match Summary and sufficient signed Commitment of Match Donation forms to demonstrate commitment of local matching funds sufficient to satisfy the requirements of Rule 65-E14.005, F.A.C.</i> (Superior 21-25; Good 16-20; Adequate 11-15; Poor 6-10; Insufficient 0-5)</p> | <p>25</p> | |
| | <p style="text-align: right;">Total:</p> | <p>125</p> | |