

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



REQUEST FOR PROPOSAL

DCF RFP 2122 030

FIRST RESPONDER TOOLKIT

Release Date: **DECEMBER 3, 2021**

80172100 - Issues and crisis management services
93131700 – Health Programs
93140000 – Community and Social Services

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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 a vendor to develop a customizable behavioral health resource toolkit that will enable first responder agencies to address local prevention and training needs of employees, volunteers and their families through improving mental wellbeing and stress management. The goal of this project is to carry out the recommendations of the First Responders Suicide Deterrence Task Force, to reduce the incidence of suicide or attempted suicide among employed or retired first responders, pursuant to s. 14.2019(5), F.S.

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. Renewal, if any, 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

The preferred means of contact is by Email: Michele.staffieri@myffamilies.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@myffamilies.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_www.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:	12/15/2021	5:00 PM	VBS Electronic Posting site: http://myflorida.com/apps/vbs/vbs_www.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:	1/31/2022	5:00 PM	DMS VBS Electronic Posting site: http://myflorida.com/apps/vbs/vbs_www.main_menu	5.2.5
Anticipated Effective date of contract:	2/15/2022		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 First Responder

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

3.2 Minimum Programmatic Specifications

The selected vendor shall perform the tasks outlined in the Department's **STANDARD CONTRACT PART 1 AND PART 2 (APPENDIX VIII and APPENDIX IX)** in accordance with all terms therein.

3.3 Minimum Financial Specifications

3.3.1 Funding Sources

Funding for these services is provided by the American Rescue Plan Act of 2021, not to exceed \$900,000.

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 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.

3.3.5 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 3 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 **Appendix IX, Exhibit C**. 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, as follows:

4.2.6.1 Describe the approach to project planning, identification of staffing needs and a proposed overview of the timeline, sufficient to ensure timely completion of each Milestone Deliverable in **Exhibit C, Section C-1**.

4.2.6.2 Describe how resources will be identified, what types of resources will be sought and how resources will be validated and maintained.

4.2.6.3 Describe how the vendor will identify and address gaps in resources.

4.2.6.4 Describe the approach to ensuring that all resource materials are appropriate for publication in the public domain.

4.2.6.5 Describe the approach to maintaining culturally and linguistically competent and appropriate materials.

4.2.6.6 Describe the process, tools and systems that will be used to provide first responder agencies access to resource toolkit. Provide examples of identified resources that will be included as a component of the resource page.

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.

4.3.4 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: 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 to the responsible and responsive vendor 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
Criteria 1: Executive Overview	15%	100
Criteria 2: Core Team Qualifications	8%	50
Criteria 3: Services Approach and Solution	77%	500
TOTAL	100%	650

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
Criteria 1: Financial Management	33%	50
Criteria 2: Budget	67%	100
TOTAL	100%	150

5.2.3 Total Score of Proposals

The Procurement Officer will average the total programmatic point scores and 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: 800 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:	
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.	
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>					
<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Signature of Authorized Representative:</td> <td style="width: 40%;">Date:</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>		Signature of Authorized Representative:	Date:		
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					
<p>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).</p>					

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:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | g. Certification of a Certified Minority Business Enterprise |
| <input type="checkbox"/> | h. Certification of a Certified Veteran Business Enterprise |
| <input type="checkbox"/> | i. Certification of a Florida Business |
| <input type="checkbox"/> | j. Certification of a Foreign Manufacturer with a Factory in Florida |
| <input type="checkbox"/> | 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 for 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 definition applies to this Contract.

A-1.1 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-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 Grant. Authorities include but are not limited to the following:

A1-1 FEDERAL AUTHORITY

A1-1.1 Block Grants Regarding Mental Health and Substance Abuse

42 U.S. C. ss. 300x, et seq.
42 U.S.C. ss. 300x-21 et seq.
42 C.F.R. pt. 54
45 C.F.R. pt. 96

A1-1.2 Restrictions on expenditure of grant

45 C.F.R. s. 96.135

A1-1.3 Confidentiality of Alcohol and Drug Abuse Patient Records

42 C.F.R., pt. 2

A1-1.4 Security and Privacy (related to the Health Insurance Portability and Accountability Act (HIPAA))

45 C.F.R. pt. 164

A1-1.5 Social Security Income for the Aged, Blind and Disabled

20 C.F.R. pt. 416

A1-1.6 Indorsement and Payment of Checks Drawn on the United States Treasury

31 C.F.R. pt. 240

A1-1.7 Temporary Assistance to Needy Families (TANF)

42 U.S.C. ss. 601, et seq.
45 C.F.R., pt. 260

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

42 U.S. C. s. 290cc-21 et seq.
42 C.F.R., pt. 54

A1-1.9 Americans with Disabilities Act of 1990

42 U.S. C. ss. 12101 et seq.

A1-1.10 Trafficking Victims Protection Act of 2000

22 U.S.C. 7104
2 CFR Part 175

A1-2 FLORIDA STATUTES

A1-2.1 Child Welfare and Community Based Care

Ch. 39, F.S. Proceedings Relating to Children
Ch. 119, F.S. Public Records
Ch. 402, F.S. Health and Human Services: Miscellaneous Provisions
Ch. 435, F.S. Employment Screening
Ch. 490, F.S. Psychological Services

- Ch. 491, F.S. Clinical, Counseling and Psychotherapy Services
- Ch. 1002, F.S. Student and Parental Rights and Educational Choices

A1-2.2 Substance Abuse and Mental Health Services

- Ch. 381, F.S. Public Health: General Provisions
- Ch. 386, F.S. 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. 435, F.S. Employment Screening
- Ch. 458, F.S. Medical Practice
- Ch. 459, F.S. Osteopathic Medicine
- 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 Deficient and Mentally Ill 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. Interstate Compact on Juveniles; Use of detention; prohibitions

A1-2.6 State Administrative Procedures and Services

- Ch. 120, F.S. Administrative Procedures Act
- Ch. 287, F.S. Procurement of Personal Property and Services
- 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 (RULES)

A1-3.1 Child Welfare and Community Based Care

- Ch. 65C-13, F.A.C. Foster Care Licensing
- Ch. 65C-14, F.A.C. Group Care
- 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 Contractors

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. 215.97, F.S. Florida Single Audit Act
- S. 215.971, F.S. Agreements funded with federal or state assistance
- Comptroller's Memorandum No. 03 (1999-2000)
Florida Single Audit Act Implementation
- CFO's Memorandum No. 03 (2014 - 2015)
Compliance Requirements for Agreements

2 CFR, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, available at <https://federalregister.gov/a/2013-30465>

2 CFR, Part 300.1 Adoption of 2 CFR Part 200

45 C.F.R., pt. 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. 397.321(3)(c), F.S. Data collection & dissemination system

S. 394.77, F.S. Uniform management information, accounting, and reporting systems for Contractors

DCF PAM 155-2 Mental Health and Substance Abuse Measurement and Data

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EXHIBIT B - SCOPE OF WORK

B-1 SCOPE OF SERVICE

This is a Contract to develop and implement a statewide customizable toolkit for local first responder agencies to access informational material to support the agencies' efforts to address behavioral health and wellness, stress management and self-care needs of employees, volunteers, and families.

B-2 MAJOR GOAL

The major goal of this Contract is to assist the Department with carrying out the recommendations of the First Responders Suicide Deterrence Task Force, to reduce the incidence of suicide or attempted suicide among employed or retired first responders, pursuant to s. 14.2019(5), F.S.

B-3 SERVICE AREA, LOCATIONS, AND TIMES

B-3.1 Service Area

The Provider shall deliver a customizable toolkit for use statewide, available to first responder organizations in all Florida counties.

B-3.2 Service Delivery Location

The Provider's administrative offices listed in **Section 1.2.2** shall provide all necessary administrative activities.

B-3.3 Service Times

The Provider shall ensure that administrative services are provided, at a minimum, between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, Eastern Time, except for State-recognized holidays. Changes in service times and any additional holidays that the Provider wants to observe shall be approved in writing by the Department.

B-3.4 Changes in Location

The Provider shall notify the Department in writing a minimum of one week prior to making changes in its administrative office location or any changes that will affect the Department's ability to contact the Provider by telephone, facsimile, or email.

B-4 CLIENTS TO BE SERVED

This is not a client services contract.

B-5 CLIENT ELIGIBILITY

This is not a client services contract.

B-6 CLIENT DETERMINATION

This is not a client services contract.

B-7 EQUIPMENT

The Provider is responsible for supplying all equipment necessary for the Provider to perform the services described herein including but not limited to computers, telephones, copier and fax machine, supplies and maintenance.

EXHIBIT C - TASK LIST

The Provider shall perform all functions necessary for the proper delivery of services specified in the Provider's proposal, including:

C-1 SERVICE TASKS

The Provider shall develop a statewide customizable toolkit for local first responder organizations to address the behavioral health, stress management and self-care needs of employees, volunteers, and families.

C-1.1 Planning

By March 1, 2022, the Provider shall submit a toolkit development plan and outline of the toolkit components, targeting initial publication and final publication of the toolkit on the Department's public-facing website as specified hereinafter. The plan must outline milestones and completion dates for major activities.

C-1.2 Resource Identification and Validation

By April 29, 2022, the Provider shall submit for Department acceptance, an initial packet of proposed resource materials as specified below and proposed language for publication of the resource toolkit on the Department's public-facing website at: <https://www.myffamilies.com/FirstResponderResiliency/>.

C-1.2.1 The Provider shall develop a digital comprehensive collection of existing resources, including at a minimum links, articles, training materials, and other tools such as eBooks, videos dedicated to first responders' unique needs. The resources shall be designed to allow use by local first responder agencies in providing training and supports to their employees, volunteers and family members.

C-1.2.2 The Provider shall ensure resources materials address a variety of behavioral health and wellness topics, including at a minimum suicide prevention, stress management, substance use, posttraumatic stress disorder, resiliency, depressive disorders, and general mental wellbeing.

C-1.2.3 The Provider shall ensure all resources have been validated and develop a process for maintaining the resources identified. Resources may include best practices, guidance, prevention programming, planning, tip sheets, flyers, handouts, etc. and implementation resources to support local capacity.

C-1.2.4 The Provider shall identify any gaps in resources for first responders and a process for meeting those gaps.

C-1.2.5 The Provider shall ensure all resource materials are appropriate for publication in the public domain, including any permissions or other actions necessary to ensure inclusion on a Department-sponsored website does not violate any intellectual property claims of the authors or owners of any resource material.

C-1.2.6 The Provider shall ensure all resource materials comply with the digital accessibility standards required under the Americans with Disabilities Act.

C-1.2.7 The Provider shall ensure all materials and resources are culturally and linguistically relevant and customizable to meet needs of persons across the state, including translations into Spanish, Creole and other languages depending on demographically significant population subsets identified by the Department.

C-1.3 Initial Publication

The Provider shall coordinate with the Department's Office of Communications and Office of Substance Abuse and Mental Health to address all feedback provided on the proposed materials and publication language. By May 31, 2022:

C-1.3.1 The Provider shall deliver final version of all resource materials and webpage language addressing all Department request for edits, additions, deletions and any other substantive feedback.

C-1.3.2 The Provider shall provide proposed language for a Department campaign promoting the resource tool kit to First Responder agencies to ensure access and use.

C-1.3.3 The Provider shall submit for Department approval a proposed tool and survey language tool to solicit feedback from first responder agencies and other stakeholders on potential website enhancements and additional resource materials.

C-1.4 Final Enhancements

C-1.4.1 By June 15, 2022, the Provider shall complete the Department approved survey, provide the results to the Department with any recommendations for toolkit or website enhancements.

C-1.4.2 By June 30, 2022, the Provider shall:

C-1.4.2.1 Submit any additional resource materials requested by the Department based on the survey results; and

C-1.4.2.2 Recommendations for future website and toolkit improvements, enhancements, and sustainability in addressing the long-term needs of first responder agencies.

C-2 ADMINISTRATIVE TASKS

C-2.1 Staffing

The Provider shall assign and maintain staff sufficient to carry out the requirements of this Contract.

C-2.2 Professional Qualifications

The Provider shall ensure all their staff and any assigned by subcontractors maintain all applicable minimum licensing, accreditation, training as required by state and federal laws or regulations for their assigned duties and responsibilities.

C-2.3 Records and Documentation

C-2.3.1 Unless otherwise specified herein, all invoices, correspondence, reports, records, and documentation may be maintained and provided to the Department electronically.

C-2.3.2 The Provider shall maintain, and shall ensure that all subcontractors maintain, records and documentation including, but not limited to, the following:

C-2.3.2.1 Draft reports, final reports, meeting notes, and telephone logs.

C-2.3.2.2 Executed subcontracts and any amendments, invoices, supporting documentation, expenditure reports, and deliverables.

C-2.3.2.3 Documentation of time worked for each staff paid in whole or in part with Contract funds.

C-2.3.2.4 Travel logs and requests for reimbursement for staff travel.

C-2.3.2.5 Employment screening results for each staff member who meets the requirements to be screened for employment.

C-2.4 Reports

C-2.4.1 Monthly Activity Report

No later than the 15th of each month following services, the Provider shall submit a report documenting progress and achievement of milestones identified in the plan.

C-2.4.2 Additional Reporting Requirements

The Provider shall provide additional reporting pertaining to the services and activities rendered should the Department determine it to be necessary.

C-2.4.3 The mere receipt of any report shall not be construed to mean acceptance of the report.

C-2.4.4 The Department reserves the right to reject reports as being incomplete, inadequate, or unacceptable. The Department will notify the Provider, in writing, within five working days of the approval or disapproval of the required reports.

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EXHIBIT D – DELIVERABLES

D-1 SERVICE UNITS AND TARGETS

A service unit shall be the completion of all tasks and deliverables for each milestone in **Table 1** as specified in **Section C-1**.

Table 1- Milestone Deliverables		
Task	Deliverable	Due Date
C-1.1 Planning	Toolkit development plan and outline of the toolkit components	March 1, 2022
C-1.2 Resource Identification and Validation	Proposed resource materials and proposed language for publication of resource toolkit	April 29, 2022
C-1.3 Initial Publication	Final resource materials and webpage language. Proposed language for Department promotional campaign. Proposed tool and survey language tool for first responder feedback on potential website enhancements	May 31, 2022
C-1.4 Final Enhancements	Survey results and recommendations for toolkit or website enhancements. Any additional resource materials requested by the Department based on the survey results and recommendations for future website and toolkit improvements	June 15, 2022 June 30, 2022

D-2 MINIMUM PERFORMANCE MEASURES FOR ACCEPTANCE OF DELIVERABLES

The Provider shall demonstrate satisfactory delivery of the tasks specified in **Section D-1** through submission of each Milestone Deliverable on or before the due date. In the event the Provider fails to achieve the minimum performance measure, 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. PAYMENT METHODOLOGY

This is a fixed rate (fixed fee) contract, subject to the availability of funds, as specified in **Table 2**, for the following services provided in accordance with the terms of this Contract:

Table 2 - Service Unit and Payment Schedule				
Fiscal Year	Service Unit	# of Units	Unit Rate	Total
2021-22	Each Milestone Deliverable per Table 1	4	TBD	TBD
Total				TBD

F-2. INVOICE REQUIREMENTS

F-2.1. The Provider shall request payment on a monthly basis through submission of a properly completed Invoice and Monthly Activity Report using the template in **Exhibit F1**. The invoice must be signed and dated by the Providers representative.

F-2.2. Invoices and all supporting documentation are due no later than the 15th day of the month following each month of service provision. The final invoice for each state fiscal year and all supporting documentation shall be due no later than the 30th day of the month following the year of service provision.

F-3. FINANCIAL CONSEQUENCES

F-3.1 If the Provider does not meet the performance measures specified in **Exhibits D or F**, the Department will reduce the payment due for that month by 2% of the invoice amount for each missed measure.

F-3.2 If the Provider does not meet the same measure for two 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 to future funding under this Contract, at the Department's sole discretion.

EXHIBIT F1

MONTHLY INVOICE				
Provider Name			Contract No.	
Address			Invoice No.	
Service Period	From:		To:	
			Federal ID #	
Service Unit Description	# of Units		Rate	Amount Requested
<i>Specify Milestone Deliverable</i>				\$
Total Contract Amount				
Total Amount of Previous Payments				
Amount Requested This Invoice				
Contract Balance After This Payment				

CERTIFICATION & APPROVAL	
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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 the reports accompanying this invoice are a true and correct reflection of this period's activities, as stipulated by the Contract.

Authorized Signature	Date Submitted
Authorized Name (Print)	Title

DCF CONTRACT MANAGER USE ONLY:	
Date Invoice Received:	
Date Goods/Services Received:	
Date Inspected and Approved:	
Financial Consequences Applied?	Description:
	Reduction Amount:
Yes <input type="checkbox"/> No <input type="checkbox"/>	Approved Payment Amount:
Approved By:	

ATTACHMENT 1

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

A. 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.

B. 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 \$750,000 or more 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 \$750,000 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
 - Building 5, Room 237
 - 1317 Winewood Boulevard
 - Tallahassee, FL 32399-0700
 - 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: <http://harvester.census.gov/fac/collect/ddeindex.html> 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: _____

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.

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



DCF RFP 2122 030

First Responder Toolkit

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	33%	50	
Criteria 2: Budget and Match	67%	100	
TOTAL	100%	150	

Evaluation Criteria 1: Financial Management

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

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>	100	
Total:		100	

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



DCF RFP 2122 030

First Responder Toolkit

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 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 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.
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- 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.
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- 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

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- 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 is 650 points.

Criteria	Relative Value	Possible Points	Points Assigned
Criteria 1: Executive Overview	15%	100	
Criteria 2: Core Team Qualifications	8%	50	
Criteria 3: Services Approach and Solution	77%	500	
Total	100%	650	

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

<i>Provide an overview of the planning, processes and tools to be utilized in developing the resource toolkit.</i>			
Section	Considerations	Maximum Possible Points	Points Awarded
Exhibit C, Section C-1.1	<p>1. To what extent does the proposal describe the vendor’s approach to project planning and their ability to ensure timely completion?</p> <p><i>The proposal should demonstrate the providers ability to reach each milestone deliverable specified in the RFP.</i></p> <p>(Superior 41-50; Good 31-40; Adequate 21-30; Poor 11-20; Insufficient 0-10)</p>	50	
Exhibit C, Section C-1.2	<p>2. To what extent does the proposal address the vendor’s approach to successful completion of the resource identification and validation task?</p> <p><i>The proposal should demonstrate a comprehensive array of resources, including links, articles, training materials, eBooks, videos, flyers, tip sheets, handouts, etc. dedicated to first responders’ unique needs, an overview of how the vendor will validate and maintain resources.</i></p> <p><i>The proposal should describe how the vendor will identify gaps and address gaps in resources.</i></p> <p><i>The proposal should describe how the vendor will ensure all resource materials are appropriate for publication in the public domain.</i></p> <p><i>The proposal should describe how the vendor will ensure all resources are culturally and linguistically competent and appropriate.</i></p> <p>(Superior 162-200; Good 122-161; Adequate 82-121; Poor 42-81; Insufficient 0-41)</p>	200	
Exhibit C, Section C-1.3	<p>3. To what extent does the proposal demonstrate the vendor’s approach to successful completion of the initial publication tasks?</p> <p><i>The proposal should describe how the vendor will coordinate with the Department on finalization of resource materials, webpage language, Department promotional campaign language and stakeholder survey tasks. .</i></p> <p>(Superior 162-200; Good 122-161; Adequate 82-121; Poor 42-81; Insufficient 0-41)</p>	200	
Exhibit C, Section C-1.4	<p>4. To what extent does the proposal demonstrate the vendor’s approach to successful completion of the final enhancement tasks?</p> <p><i>The proposal should describe how the vendor will complete the stakeholder survey, provide identified additional resource materials, and recommendations for future actions to address long-term needs of first responder agencies</i></p> <p>(Superior 41-50; Good 31-40; Adequate 21-30; Poor 11-20; Insufficient 0-10)</p>	50	
Total:		500	