

**FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC.
REQUEST FOR PROPOSAL**

ACKNOWLEDGMENT

**SUBMIT TO:
FLORIDA DEVELOPMENTAL DISABILITIES COUNCIL, INC. (FDDC)
ATTN: CFO
124 MARRIOTT DRIVE, SUITE 203
TALLAHASSEE, FL 32301**

RFP Number: 2010-CD-8400

PAGE 1 OF 45

NEGOTIATIONS WILL BEGIN 10/7/10 AND MAY NOT BE WITHDRAWN WITHIN 60 DAYS AFTER SUCH DATE AND TIME.

RELEASE DATE: 7/16/10		TITLE: Career Preparation at a Florida State College	
NAME OF LEGAL ENTITY:			
VENDOR MAILING ADDRESS:			
CITY - STATE - ZIP:			
AREA CODE:		PHONE NUMBER:	
E-MAIL ADDRESS:		WEBSITE ADDRESS:	
TAX IDENTIFICATION NUMBER:		FISCAL YEAR END:	

CERTIFY that this negotiation is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same material, supplies, equipment, or services, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this negotiation and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the Request for Proposal, including but not limited to, certification requirements. In conducting negotiations with an agency for the FDDC, respondent offers and agrees that if this negotiation is accepted, the respondent will convey, sell, assign or transfer to the FDDC all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States and the FDDC for price fixing relating to the particular commodities or services purchased or acquired by the FDDC. At the FDDC's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the respondent.

AUTHORIZED SIGNATURE: (MANUAL)	
AUTHORIZED SIGNATURE TITLE: (TYPED)	

Florida Developmental Disabilities Council, Inc.

Funded Through:

Appropriation # 75-11-1536 from the U.S. Department of Health & Human Services,
Administration on Developmental Disabilities, through FDDC

Administered By:

Florida Developmental Disabilities Council, Inc.

Request For Proposal (RFP)
RFP Number: 2010-CD-8400
Florida Developmental Disabilities Council, Inc.

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SECTION 1:

PROGRAM OVERVIEW FOR RFP # 2010-CD-8400

TITLE: Career Preparation at a
Florida State College

SECTION 1: BACKGROUND, NEED AND PURPOSE, STATEMENT OF WORK, AND REQUIRED PROPOSAL CONTENT

1. Background

The Florida Developmental Disabilities Council, Inc. (FDDC), also known as the "Council", a non-profit corporation organized pursuant Chapter 617, Florida Statutes, was authorized by Section 393.002 Florida Statutes, and Executive Order of the Governor (E.O. 95-478), empowered the Council to act as the "state designated agency" to administer the funds under Part B of the Developmental Disabilities Assistance and Bill of Rights Act (Public Law 106-402).

The administrative service provisions for the Council are found in federal regulations Office of Management and Budget (OMB) Circular A-110 and 45 Code of Federal Regulations (CFR) 74.

The developmental disabilities formula grant funds come from the U.S. Department of Health and Human Services (DHHS) and are administered by the Administration for Children and Families (ACF). Funds are authorized by P.L. 106-402: Developmental Disabilities Assistance and Bill of Rights Act of 2000, and are cited in 42 U.S.C. 6000, et. seq., as amended. Funds are made available to the states to be used for improving the quality, extent, and scope of the broad range of community services needed by persons with developmental disabilities. Priority is given to those persons whose needs are not otherwise met under the Individuals with Disabilities Education Act, the Rehabilitation Act of 1973, or other health, education, or welfare programs.

In accordance with the federal Developmental Disabilities Assistance and Bill of Rights Act, 42 U.S.C. s. 6001(8), developmental disabilities is defined as a severe, chronic disability of an individual which: A) is attributable to mental or physical impairment or combination of mental and physical impairments; B) is manifested before the person turns age twenty-two; C) is likely to continue indefinitely; D) results in substantial functional limitations in three or more of the following areas of major life activity --self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency; and E) reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated; except that such term, when applied to infants and young children means individuals from birth to age nine, inclusive, who have substantial developmental delay or specific congenital or acquired conditions, may be considered to have a developmental disability described above, if, without services and supports, they have high probability of meeting those criteria later in life.

2. Need and Purpose

Students with intellectual and other developmental disabilities have had limited access to career preparation in inclusive settings. Few students with intellectual and other developmental disabilities have had the opportunity to attend career and technical programs at a Florida State College (Community College) throughout Florida and successfully complete the programs in order to be trained in jobs to gain certification and paid employment upon completion.

There is a tremendous need for a pilot project to demonstrate how to support students with intellectual and other developmental disabilities on Florida's State college campuses in career and technical programs. As it becomes harder and harder for all students to graduate with a standard high school diploma due to increased standards and get into four year college programs

the need for supports in these types of programs is becoming even greater. The ability for Florida's State colleges and school districts to work hand-in-hand to support students with intellectual and other developmental disabilities ages 18-22 will be crucial to a successful program in the coming years.

3. Statement of Work

This project is being issued by the Florida Developmental Disabilities Council, Inc., to provide funding for State Colleges and Local Educational Agencies (LEA) to collaborate on a small scale pilot project to create a program for five to ten students (18-22 years old) with intellectual and other developmental disabilities to be trained at an existing Florida State College Career and technical program, with their nondisabled peers, in a career field of their choice, leading to gainful employment. LEA's that serve small and rural districts are highly encouraged to submit a proposal.

Required Partners

1. Partnership between a Florida State College and an LEA is required as part of this grant.
2. The lead entity applying for this grant will be required to secure a letter of commitment and support from the other partner assuring that both entities will work collaboratively to ensure the success of this program.

Lead Entity

1. The lead entity for this grant will be a Florida State College or a Local Educational Agency (LEA).
2. The lead entity will convene an advisory committee at least once each deliverable period either in person or by phone to provide project oversight and direction. The advisory group should include, but not be limited to, at least the Child Development/Education Program Manager from FDDC, a representative from Project 10, a representatives from The Florida Department of Education (Bureau of Exceptional Education and Student Services) and The Florida College System, a representative from DOE's Career and Technical Education, a representative of Governor's Commission on Disabilities, a representative of Vocational Rehabilitation, a representative from Think College, at least one representative from the Florida State College staff, a representative from the LEA, a person with a developmental disability age 18-22, and a parent of a person with a developmental disability age 18-22.

Career and Technical Program

The lead entity will ensure that:

1. a comprehensive inclusive transition and post-secondary program for students with intellectual disabilities and other developmental disabilities (who are still eligible for special education and related services under the Individuals with Disabilities Act [IDEA]) and their nondisabled peers is established.
2. this project uses portions of the curriculum framework, outlined by Project SOURCE, to guide the development of the program, as applicable to a career and technical college program. This curriculum can be found on our website at: http://www.fddc.org/sites/default/files/file/about/task_force/Post-Secondary%20Curriculum%20Framework_0.pdf
3. students in this program are required to participate not less then on a half-time basis.
4. this program provides individual supports and services for academic and social inclusion of students with intellectual and other developmental disabilities in academic courses, extra curricular activities and other aspects of the Florida State College regular post-secondary

program to the maximum extent possible.

5. this program provides a focus on career enrichment, socialization, independent living skills (related to attending a Florida State College such as transportation, time management, and safety), self determination, integrated work experiences and career skills that lead to gainful employment.
6. this program incorporates person-centered planning to ensure that the course of study is consistent with the student's career goals.
7. this program creates and offers meaningful credentials for students with intellectual and other developmental disabilities upon completion of the program.
8. this program offers several paths for students with disabilities to participate in the program with their nondisabled peers in order to choose an option which would be consistent with the outcomes they desire to achieve. These options should include, but may not be limited to:
 - a.) **Full certification**- achieving full certification in a particular career field, in which case they would follow and meet all certification requirements with the appropriate accommodations.
 - b.) **Modified certification**- achieving modified certification (in specific skill(s) such as oil changes; manicures; etc.) They would use modified occupational completion points to achieve this targeted modified certification.
 - c.) **Audit or shadow**- students audit or shadow a particular course to determine if this is a field they want to explore further prior to enrolling in a course.
9. supports and materials, as necessary, are provided to students participating in this program to ensure safety and success. Supports, should include but not be limited to:
 - a) Cell phones
 - b) Transportation
 - c) Transportation training
 - d) Instructional accommodations or modifications
 - e) Environmental accommodations
 - f) Job coaching
 - g) Paraprofessional
10. a mentor network is developed through academic and other campus organizations in order to provide supports to students in this program.
11. collaboration with the Disability Support Services on campus and other campus supports to provide peer mentoring and support to students participating in this pilot program.

Staffing

1. The provider will hire an inclusion specialist to give support to students in career and technical education classes in this program.
2. The inclusion specialist hired shall have a philosophy that mirrors the Council's which would include the belief that persons with disabilities have the right and are expected to participate in activities, training and social gatherings with their non-disabled peers to the fullest extent possible.
3. The inclusion specialist will train and work with instructors (who have students in this program) on accommodations and modifications needed by students.
4. The inclusion specialist will collaborate with The Florida Department of Education/Bureau of

Exceptional Education and Student Services Transition Program Specialist, Program Specialist from The Florida College System and Project 10 staff to develop a replication guide on how other State Colleges can develop similar programs.

Outcomes

1. A pilot program on a Career and Technical Florida State College will be established as a model that can be replicated on other Florida State College campuses.
2. A replication guide for other Florida State Colleges to follow in order to expand the number of Colleges with career and technical programs who include students with intellectual and other developmental disabilities.

4. Required Proposal Content

Proposal content must respond to this RFP solicitation adequately and appropriately. This section provides required content for proposal(s) to be evaluated using the proposal evaluation criteria (Section 3 # 3).

A. Response to Need and Purpose

This section should provide a narrative that demonstrates the offeror understands the need for and purpose of the project, including the scope and complexity. The offeror should include any unique perspectives or insights concerning the issue of preparing students with developmental disabilities to succeed in career preparation at a Florida State College.

B. Description of the Objectives/Services to be Provided

1. Brief one paragraph description of your project
2. This section should also thoroughly describe the offeror's plan (**For Year one and subsequent year(s) if such a plan proposes multi-year approach for this initiative**) for performing the functions as described in Section 1 # 3 Statement of Work. A narrative should be provided that describes how the partners in this grant intend to perform the various activities projected to address the need and accomplish the purpose of the project. The narrative should reflect values that are consistent with the values and mission of the Council. For information on the Council's mission visit www.fddc.org
3. Population to be served (e.g., small and rural district, number of students per year (**at least five**), support provided to students) with an explanation of how students will be chosen for this program. Additionally provide the proposed types of enrollment (i.e. dual enrollment, full time college student, or full time high school student) available with this program.
4. A description of any campus entities that will support the program. Description would include any mentoring network, or support through the disabilities support services on campus. Letters of support from the local school district/Florida State College and campus organizations.
5. A list of materials and equipment that would be needed for a successful first year of the program.
6. A description of a Replication Guide to be produced and how it would be used to encourage other State Colleges to develop such a program.
7. A detailed work plan (for Year 1) should be included to chart the progress of the actions to be undertaken. For each major activity included in the work plan, the time frames for completion

and the person(s) responsible should be identified.

8. In addition to the narrative, the provider will outline (e.g.: list) the services to be provided for year one. Those services must include a way for students to choose the level of training and participation they desire. The ability for them to audit classes, receive training and outcomes based on modified completion points or certification in the field of their choice. The services must also include how the students will be selected to participate in the program.
9. Deliverables that will be submitted, for year 1, as part of this project, need to be identified
10. Measurable outcomes need to be identified for year one.
11. Sustainability Plan (i.e., describe how the initiative will continue after Council funding; or, how using what was learned will be utilized to sustain the initiative).

C. Description of Staffing

Offerors must provide a detailed description of staffing in their proposals. Below is a list of minimum requirements for this section of the RFP proposal:

1. A description of the staff that will be employed or contracted by the provider and their qualifications. Include resumes of the individuals proposed to work on the project. The resume shall include education, years of work experience, role and management responsibilities, licenses, certificates, and any relevant technical courses or training. For the inclusion specialist to be hired, a description of the philosophy as it pertains to inclusion and a clear description as to how this will be implemented in this project.
2. A synopsis of corporate or individual qualifications, indicating ability to manage and successfully complete the functions required in this proposal.
3. Any evaluations or descriptions of past or current projects similar to the functions of this proposal.
4. The offeror must demonstrate expertise and experience in the area of career preparation and inclusion.

D. Description of Project Monitoring and Evaluation

This section should describe the system used to monitor and evaluate project implementation and effectiveness.

1. The description should include an explanation of :
 - a. how the provider will monitor the progress of the work and accomplishment of the outcomes;
 - b. how the provider will identify and address any project issues, problems or concerns, as they emerge;
 - c. how the provider will evaluate the effectiveness of the project beginning in year one and subsequent years (should additional years of this project be funded, based on Council approval and the availability of funds).

E. Budget and Budget Narrative

Offerors will include in this section a proposed line item budget, accompanied by a detailed budget narrative, for each proposed funding year, using the format provided. The budget narrative must explain and demonstrate that each entry on the line item budget sheet is allowable, reasonable and necessary. For each proposed funding year, the budget and budget narrative must present a cost-effective funding level for achieving the purpose of the project. The form for submitting the budget may be found in Section 2 #

18 & 19. Allowable and non-allowable costs can be found in Section 6: Terms & Conditions, items 8-10.

F. References

Each proposal should contain three (3) references who can be contacted to obtain a recommendation concerning the provider's performance in providing services similar to those required by the RFP. A minimum of two references will be contacted. For providers with a history of contracting with the FDDC, one of the references will be the FDDC assessment of performance. A form for submitting the references and contact information may be found in Section 2 # 17 V.

G. Glossary of Terms

1. **Deliverables-** submission of information to document provision of services (e.g. work plans, curriculums, training materials and handouts, Power Points, advisory committee minutes, etc.).
2. **Evaluation-** an assessment mechanism to ensure the project is making progress.
3. **Measurable Outcomes-** A statement that specifies in quantifiable and qualitative terms the outcomes to be achieved.
4. **Monitoring-** a mechanism to track progress of project activities.
5. **Objectives-** Each objective is a description of what is anticipated to be achieved through the project.
6. **Services to be Provided-** a listing of the services that will be provided to successfully achieve project outcomes.

SECTION 2:
RFP Submission Instructions

SECTION 2: RFP SUBMISSION INSTRUCTIONS

1. Request for Proposal Process

The process involved in soliciting proposals, evaluation proposals, and selecting the offeror for contract negotiation leading to the award of a contract is a multi-step process:

- Step 1: RFP release by FDDC
- Step 2: Letter of Intent submitted in accordance with the Proposal Schedule of Events and Deadlines listed in Section 4
- Step 3: Written Questions submitted in accordance with the Proposal Schedule of Events and Deadlines listed in Section 4
- Step 4: Response to Written Questions in Accordance with the Proposal Schedule of Events and Deadlines listed in Section 4
- Step 5: Offerors' RFP proposals submitted in Accordance with the Proposal Schedule of Events and Deadlines listed in Section 4
- Step 6: Mandatory Criteria Evaluation
- Step 7: Proposal scoring
- Step 8: Contract negotiations

2. Contact Person

This RFP is issued by FDDC. It is advertised within the Florida Administrative Weekly publication and on the FDDC web site at fddc.org. The sole point of contact is:

Lisa Taylor, Chief Financial Officer
Florida Developmental Disabilities Council, Inc.
124 Marriott Drive, Suite 203
Tallahassee, Florida 32301 - 2981
Phone: 850 / 488-4180
Fax: 850 / 922-6702
TDD: 850 / 488-8633

3. Proposer Questions or Inquiries

Questions related to this RFP must be received in writing by the contact person listed in Section 2 and accordance with the Proposal Schedule of Events and Deadlines listed in Section 4 of this document. Questions may be sent by US Mail, facsimile, express mail, or hand-delivered. **Telephone calls and/or emails will NOT be accepted.** Responses to questions will also be in accordance with the Proposal Schedule of Events and Deadlines listed in Section 4.

4. FDDC Request for Proposal Acknowledgement Form

This form is required by FDDC and must be signed and returned with the proposal.

5. Title Page

Each copy of the proposal must include a title page(s) that contains the following information:

- 1. Title of proposal and RFP Number
- 2. Offeror's legal name
- 3. Organization to which proposal is submitted
- 4. Name, title, address, phone number, fax number, and internet e-mail address, if

- available, of person who may respond to inquiries regarding the proposal.
5. Name of project director
 6. Name and title of official authorized to sign contract
 7. Organization's mission, vision, and values statement

6. How to Submit a Proposal

This important section describes how to correctly submit a proposal for this RFP. Failure to submit all information requested or failure to follow instructions may result in the proposal being considered non-responsive and, therefore rejected. Please follow the following instructions carefully:

1. Proposals must be delivered sealed, clearly marked "[Career Preparation at a Florida State College]", and delivered by the deadline indicated in section 7, Proposal Schedule of Events and Deadlines.
2. The proposal document should not exceed **20** pages in length, pages should be numbered with 1" margins, single or 1.5 spaced, no larger than letter size (8 1/2" x 11 ") and printed on one side only, double-sided proposals will not be accepted. Proposal document length does not include: 1) table of contents, 2) index, 3) attachments, 4) budget proposals, and 5) other materials. The font size and type is at the discretion of the offeror but must be at least as large as the font type you are currently reading (Times New Roman 11).

Do not include spiral or bound materials or pamphlets. All attachments or exhibits must be letter size and if reduced to letter size must be readable. Ink and paper colors must not prevent the entire proposal from being photocopied.

3. Each proposal should be unbound, collated, and include a table of contents with each section clearly labeled with the appropriate heading.
4. An original and nine (9) copies of the proposal and supporting materials are required. At least one copy of the proposal submitted to FDDC must contain an original signature of an official of the offeror who is authorized to bind the offeror to their proposal. The original copy should be marked "original". One electronic version of the proposal also should be submitted on a CD.
5. Offerors must submit proposal items in the following order:
 - A. FDDC RFP Acknowledgement Form (See section 2 # 4)
 - B. Title Page (See section 2 # 5)
 - C. Table of Contents (Identifies major sections along with page numbers)
 - D. Response to Need and Purpose (See section 1.# 4 A)
 - E. Description of Objectives/Services to be Provided (See section1 #4 B)
 - F. Description of Staffing (See section 1# 4 C)
 - G. Description of Project Monitoring and Evaluation (See Section 1 # 4 D)

- H. Budget and Budget Narrative (See section 1 # 4 E, Section 2 # 18 & 19)
- I. References (See section 1 # 4 F, Section 2 # 17 V)
- J. Forms and Templates applicable to offeror proposal
 - I. Required Certifications
 - II. Certification Regarding Lobbying
 - III. Debarment and Suspension Certification Form
 - IV. Letter of Intent (optional)

7. Letter of Intent to Submit a Proposal

Submission of the **Letter of Intent form (Section 5)** within the time indicated on the Schedule of Events and deadlines (Section 4) is encouraged of all prospective proposers. Organizations that submit a Letter of Intent to submit a proposal will receive a copy of all addenda, clarifications to the RFP, and responses to written questions. Prospective bidders are not required to submit a Letter of Intent, but if they do not, the bidder will be responsible for obtaining any and all additional information about the RFP, including addenda, clarifications, and answers to questions from the FDDC website (fddc.org). The submission of a Letter of Intent to submit to FDDC does NOT require or mandate an agency to submit a proposal. **The Letter of Intent should be submitted via Fax, US mail, or commercial carrier, or hand delivered to:**

Lisa Taylor, CFO
Florida Developmental Disabilities Council, Inc.
124 Marriott Drive, Suite 203
Tallahassee, FL 32301

8. Limitations on Contacting FDDC Personnel, Board Members and Committee Members

Prospective offerors are prohibited from contacting FDDC personnel, FDDC board members, or any member of the final Selection Committee other than the person named in Section 2.1. Violation of this limitation may result in disqualification of the prospective offeror. However, FDDC will conduct regularly scheduled business with offerors currently under contract with FDDC.

9. Acceptance of Proposals

Proposals must be received by FDDC in accordance with the Proposal Schedule of Events and Deadlines listed in Section - 4 of this document at 124 Marriott Drive, Suite - 203, Tallahassee, Florida 32301 - 2981. No changes, modifications or additions to the proposals submitted after this deadline will be accepted by or be binding on FDDC. Any proposal submitted shall remain a valid offer for at least 60 days after the proposal submission date. Proposals not received at either the specified place, or by the specified date and time, or both, will be rejected and returned unopened to the prospective offeror by FDDC. Proposals may be sent via U.S. Mail, Express mail, or hand delivered. **PROPOSALS**

SUBMITTED BY FACSIMILE OR ELECTRONICALLY WILL BE REJECTED.

FDDC reserves the right to reject any and all proposals or to waive minor irregularities when to do so would be in the best interest of FDDC. Minor irregularities are defined as a variation from the RFP terms and conditions which does not affect the price of the proposal, or give the prospective offeror an advantage or benefit not enjoyed by other prospective offerors, or does not adversely impact the interest of the agency. At its opinion, FDDC may correct minor irregularities but is under no obligation to do so whatsoever.

10. Withdrawal of Proposal

A written request for withdrawal, signed by the offeror, may be considered if received by FDDC within 72 hours after the proposal opening time and date indicated in the Schedule of Events. A request received in accordance with this provision may be granted by FDDC upon proof of the impossibility to perform based upon obvious error on the part of the offeror pursuant to Rule 60A-1.002 (8), FAC.

11 . Special Accommodations

Any person with a qualified disability shall not be denied equal access and effective communication regarding any bid/proposal documents or the attendance at any related meeting or bid/proposal opening. If accommodations are needed because of a disability, please contact Lisa Taylor at 850 / 488-4180.

12. Cost of Developing and Submitting a Proposal

FDDC is not liable for any costs incurred by any offeror in responding to this RFP. All proposals become the property of FDDC and will not be returned to the offeror once opened. FDDC shall have the right to use any and all ideas or adaptations of ideas contained in any proposal received in response to this RFP. Selection or rejection of a proposal will not affect this right.

13. Funding Source

This project is funded through appropriation #75-11-1536 from the U.S. Department of Health & Human Services, Administration on Developmental Disabilities, through FDDC. Catalog of Federal Domestic Assistance (CFDA) # 93.630.

RFP Form

17.

I. Response to Need and Purpose
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II. Description of objectives of project/services to be provided

A. Brief Project Description

B. Narrative of Plan to Perform Various Activities

C. Detailed Work Plan

D. List of Services to be Provided

E. Measurable Outcomes

F. Deliverables

G. Sustainability Plan

III. Description of Staffing

IV. Description of Project Monitoring and Evaluation

V. References

Bidders are required to submit three (3) references for whom similar services have been performed as those requested in this RFP. FDDC will contact two of the three references provided to obtain an assessment of the provider's past performance. For providers with a history of contracting with FDDC, one of the references will be the FDDC assessment of performance completed at the conclusion of the previous contract. Three attempts will be made to contact each reference.

- 1.) Name of Company or Agency:
Contact Person:
Phone Number:
Address:
Email Address:
Project or service name or identifier:
- 2.) Name of Company or Agency:
Contact Person:
Phone Number:
Address:
Email Address:
Project or service name or identifier:
- 3.) Name of Company or Agency:
Contact Person:
Phone Number:
Address:
Email Address:
Project or service name or identifier:

Signature of Authorized Representative _____

18. BUDGET REQUEST –

BUDGET ITEM	MATCH AMOUNT	SOURCE OF MATCH	FDDC FUNDS REQUESTED	TOTAL COST

19. Budget Narrative:

Section 3:
EVALUATION
AND
AWARD

SECTION 3: PROPOSAL EVALUATION CRITERIA AND SCORING

1. Selection Committee

A Selection Committee of not less than three people will be used to read, evaluate, and rank properly submitted proposals. The Selection Committee will be comprised of members of FDDC and, if necessary, others with pertinent backgrounds.

2. Selection Committee Evaluation

The maximum possible score for any proposal is 100 points. **Proposals that score less than 70 are ineligible for award under this RFP.** While developing the proposal, please refer to the scoring criteria below for assuring completion.

The selection committee will consist of a minimum of three members. Each member will read and score each proposal independently, discuss each proposal jointly, and then submit final results for tabulation. The quantitative score from each member will be averaged and a final score will be assigned to the proposal. Scores will be ranked in numerical order and submitted to the Council's Chief Financial Officer.

The highest ranked proposal will be funded through this RFP. If negotiations with the highest ranked contractor are unsuccessful, the proposal will no longer be considered, and the next highest ranked proposal may be contacted for negotiation. This process will continue until a contract is awarded, or until the selection committee recommends otherwise. All proposals will remain with the Council and will not be returned to the offeror after the RFP process is completed. Scored criteria are grouped into the following categories and weighting:

1.0 Response to Need and Purpose (15 Maximum points)

The proposal contains sufficient information to determine that the offeror understands the need for and purpose to implement a career and technical program for students with intellectual and other developmental disabilities at a Florida State College.

2.0 Description of Objectives/Services to be Provided (35 Maximum points)

The proposal contains a narrative description of the activities to be performed, including a sustainability plan, detailed work plan, that is adequate and sufficient to accomplish the requirements of the RFP and reflects the values and mission of the Council.

3.0 Description of Staffing (20 Maximum points)

Person(s) engaged to complete the activities of this project are qualified to perform the required duties, including relevant experience in the area of implementing a career and technical program for students with intellectual and other developmental disabilities in an existing career and technical programs at a Florida State College and are organized to meet the time frames established.

4.0 Description of Project Monitoring and Evaluation (10 Maximum points)

The proposal contains a description of the system used to monitor and evaluate project implementation and effectiveness. The description should include an explanation of how the provider will monitor the progress of the work and accomplishment of the outcomes. How the provider will identify and address any project issues, problems, or concerns, as they emerge. And how will the provider evaluate the effectiveness of the project beginning in year one and subsequent years (should additional years of this project be funded, based on Council approval and availability of funds).

5.0 Budget and Budget Narrative (15 Maximum points)

The proposal includes a proposed line item budget, accompanied by a detailed budget narrative, on a separate sheet of paper. The budget narrative must explain and demonstrate that each entry on the line

item budget sheet is allowable, reasonable and necessary. The budget and budget narrative must present a cost-effective funding level for achieving the purpose of the project.

6.0 References (5 Maximum points)

At a minimum, two references will be contacted to obtain recommendations of the provider's current and/or past performance. For providers who have a history of contracting with FDDC, one of those references will be the FDDC assessment of performance.

TOTAL MAXIMUM POINTS 100

3. Identical Tie Bid

When evaluating proposals, if the Council is confronted with identical pricing or scoring from multiple providers, the Council will invite the proposers with the tie bids to each make an oral presentation. Following the presentation and a question and answer period, the committee will select the proposal deemed in the best interest of the Council.

4. Posting of Proposals Ranking

Ranking of responses to the RFP will be posted at 124 Marriott Drive, Suite 203, Tallahassee, Florida 32301-2981 and on FDDC's website at (fdcd.org) in accordance with the Proposal Schedule of Events and Deadlines listed in Section -4 of this document. The notice will be posted for 72 hours (3 working days).

5. Administrative Pre-Site Visits

The basis for administrative pre-site visits is for FDDC to determine an agency's programmatic and fiscal eligibility for the RFP. An administrative pre-site visit does not guarantee awarding of a contract to an offeror. FDDC reserves the right to conduct an administrative pre-site visit for award determination if an organization meets any of the following criteria:

1. The organization has not previously contracted with FDDC;
2. The organization has contracted with FDDC and has had a corrective action plan; or
3. FDDC has received information that warrants further investigation of that organization.

6. Protests

Any offeror, who desires to protest either the content in this procurement solicitation or the proposed ranking, shall do so in accordance with the Procurement Policy of FDDC. Failure to initiate a protest within the 72 hours after the rankings are posted as prescribed in the Procurement Policy, or failure to post a bond or other security in accordance with that Procurement Policy shall constitute a waiver of proceedings under the Procurement Policy. The Procurement Policy can be obtained by contacting the Chief Financial Officer.

7. Offeror Disqualification

To be disqualified as an offeror under this provision, the offeror must have: (1) had a contract terminated by FDDC for cause; or (2) developed or drafted specifications, requirements, statements of work, invitations for bids and/or requests for proposals contained within this RFP before its publication in the Florida Administrative Weekly and/or the FDDC web site.

8. Post Award & Contract Development

Upon expiration of the Protest Period, FDDC will contact the offeror selected for award to begin contract negotiation. As part of the contract negotiation process, conditions identified by either FDDC staff or the selection team will be addressed. If the offeror has had their financial statements audited, a copy of the most recent audit statement, along with any management letter, will be requested. Additionally, a completed W-9 form will also be requested.

Section 4:
RFP SCHEDULE OF EVENTS
AND DEADLINES

SECTION 4: PROPOSAL SCHEDULE OF EVENTS AND DEADLINES

ACTIVITY/EVENT	DATE	METHOD
RFP Released and Advertised	7/16/10	FDDC's Electronic Notification System and Florida Administrative Weekly
Letter of Intent is requested by this date (although not mandatory) Written questions due to FDDC	Prior to 4:00 pm EDT 8/2/10	Submit to: Lisa Taylor, Chief Financial Officer Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 - 2981 Phone: 850 / 488-4180 Fax: 850 / 922-6702
FDDC responses to offerors' written inquiries	Week of 8/12/10	Responses to inquiries mailed to all offerors who submitted a letter of intent and posted at FDDC's website (fdcc.org).
Sealed RFP proposals due and Opened	Prior to 2 pm EDT 9/3/10	<u>U.S. Mail, Express Mail, & Hand Delivery</u> Submit to: Lisa Taylor, Chief Financial Officer Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 – 2981
Mandatory Criteria Evaluation and proposal scoring begins	Week of 9/13/10	Selection Committee Meets
Anticipated Posting of top ranked offeror RFP proposals (Posting is for 72 hours)	10/1/10	Posted by written notice at: 1. Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 - 2981 2. FDDC website (fdcc.org)
Start contractual negotiations	10/7/10	
Anticipated contract start date	11/1/10	

Section 5: FORMS AND TEMPLATES

FDDC REQUIRED CERTIFICATIONS

Acceptance of Contract Terms and Conditions:

I hereby certify that should my agency be awarded this contract, it will comply with all the terms and conditions specified in the RFP and contained in the standard contract attached (Section 6: Terms & Conditions).

Signature of Authorized Official: _____ Date: _____

Statement of No Involvement

I hereby certify that my agency had no prior involvement in performing a feasibility study of the implementation of the of the subject contract, in the drafting of the RFP, or in developing the subject study.

Signature of Authorized Official: _____ Date: _____

Conflict of Interest Statement (Non-collusion)

I hereby certify, that all persons, companies or parties interested in the proposal as principals are named therein, that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respect made in good faith; and as the signer of the proposal, I have full authority to legally bind the offerors to the provisions of this proposal.

Signature of Authorized Official: _____ Date: _____

NOTE: An authorized official is defined as an officer of the offeror's organization who has legal authority to bind the offeror to the provisions of the proposal. This is usually the president, chairman of the board, or owner of the entity. A document establishing delegated authority must be included with the proposal if signed by anyone other than the president, chairman of the board, or owner.

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: _____

Name of Authorized Individual: _____

Application or Contract Number: _____

Name of Organization: _____

Address of Organization: _____

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
CONTRACTS/SUBCONTRACTS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987 Federal Register (52 Fed. Reg., pages 20360-20369).

INSTRUCTIONS

1. Each provider whose contract/subcontract equals or exceeds \$25,000 in federal monies must sign this certification prior to execution of each contract/subcontract. Additionally, providers who audit federal programs must also sign, regardless of the contract amount. FDDC cannot contract with these types of providers if they are debarred or suspended by the federal government.
2. This certification is a material representation of fact upon which reliance is placed when this contract/subcontract is entered into. If it is later determined that the signer knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.
3. The provider shall provide immediate written notice to the contract manager at any time the provider learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "debarred", "suspended", "ineligible", "person", "principal", and "voluntarily excluded", as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The provider agrees by submitting this certification that, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract/subcontract unless authorized by the Federal Government.
6. The provider further agrees by submitting this certification that it will require each subcontractor of this contract/subcontract, whose payment will equal or exceed \$25,000 in federal monies, to submit a signed copy of this certification.
7. Florida Developmental Disabilities Council, Inc. may rely upon a certification of a provider that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting/subcontracting unless it knows that the certification is erroneous.
8. This signed certification must be kept in the contract manager's file. Subcontractor's certifications must be kept at the contractor's business location.

CERTIFICATION

1. The prospective provider certifies, by signing this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract/subcontract by any federal department or agency.
2. Where the prospective provider is unable to certify to any of the statements in this certification, such prospective provider shall attach an explanation to this certification.

Signature: _____ Date: _____

Name: _____ Title: _____

LETTER OF INTENT
(Requested prior to 4:00 pm EDT [8/2/10])

A. Proposer Information

Offeror's Legal Name: _____

Address: _____

City: _____ State: _____ Zip: _____

B. Contact Information

Name of Person with Signature Authority: _____

This person binds the offeror to the terms and conditions submitted in response to this RFP.

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

Name of Primary Contact Person:

This person will be contacted if FDDC has questions about the offer submitted and if the offeror is chosen for contract negotiations.

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____