

**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: 2011-CD-9002**

**PAGE 1 OF 44**

**NEGOTIATIONS WILL BE HELD BEGINNING July 15, 2011 AND MAY NOT BE WITHDRAWN WITHIN  
60 DAYS AFTER SUCH DATE AND TIME.**

**RELEASE DATE: April 15, 2011**

**TITLE: Let's Get Everyone to Work**

**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: 2011-CD-9002**  
**Florida Developmental Disabilities Council, Inc.**

<b>Table of Contents</b>	<b>Page</b>
Request for Proposal Acknowledgement	1
Cover Page	2
Table of Contents	3
Section 1: RFP Program Overview	4
Section 2: RFP Submission Instructions	10
Section 3: Evaluation and Award	18
Section 4: RFP Schedule of Events & Deadlines	21
Section 5: Forms and Templates	23
▪FDDC Required Certifications	24
▪Certification Regarding Lobbying	25
▪Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Contracts	26
▪Letter of Intent	27
Section 6: Terms & Conditions	28
Sample Contract (Contract Terms & Conditions)	32

## SECTION 1:

### PROGRAM OVERVIEW FOR RFP # 2011-CD-9002

TITLE: Let's Get Everyone to Work

## **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**

There are many innovative and wonderful transition employment programs happening throughout Florida for students and young adults with disabilities that assist them in acquiring skills, knowledge and abilities in order to gain employment in a field of their choice. Unfortunately, these demonstration programs are often only evident to the people living in the immediate communities where the programs exist. Multiple agencies, including FDDC and Vocational Rehabilitation, are using the Discovery Process to develop person-centered planning tools and programs that lead to sustainable employment for people with developmental disabilities. In addition, these programs are helping with post- graduation services and are facilitating a smooth transition to community life and employment.

There is a need to produce professional quality videos to capture information about these programs in order to inform self-advocates, families, agencies, higher education students, post graduation employment providers and other stakeholders in communities throughout Florida about the quality programs that

already exist in our state in order for them to be able to replicate and explore implementing these programs in their areas.

### **3. Statement of Work**

This project will result in the production and distribution of three, high quality, informative videos focusing on transition employment programs in Florida.

The Council will contract with a provider to capture the major programs in Florida that are successfully assisting people with disabilities to transition from school to work using person-centered planning. The footage will be edited into three different videos for specific target audiences. The selected provider will work with the FDDC to identify the programs to be featured; however they will likely include, but not be limited to, the following:

1. Project Discover – FDDC, Martin and St. Lucie counties
2. Project SEARCH – FDDC
3. Discovering Personal Genius, FDDC
4. Project Achieve, Duval and Nassau Counties, Florida State College at Jacksonville (Career and technical program)
5. Communities of Excellence – Vocational Rehabilitation, Orange and Seminole counties
6. Project 10 – Sting Ray at USF St. Petersburg
7. A dual-enrollment program
8. A community based instruction program
9. A supported employment program
10. A school-based enterprise
11. An example of self-employment and
12. A model program for self-determination

The first video will target transition-age students, ages 14 to 22. The video will highlight the transition process through school districts, what a smooth transition from school to work or post school training could look like, and available training models around the state. This video will be developed to inform self-advocates (young people) about what are some successful transition options happening around the state, what are their rights as a student with a disability seeking employment training and how they can be in charge of their choices for their future.

The second video would be developed to inform community partners, such as Centers for Independent Living, legislators, businesses and other key community stakeholders how people with developmental disabilities can work and be a vital part of the employment workforce. This video will be targeted at community agencies, parents, and professionals already working in the disability education and employment fields. This video will also emphasize the successful programs operating around the state, labor laws, and other information to assist community stakeholders in advocating for person-centered transition-to-work programs.

The third video would be developed for use in college and university programs that train teachers, social workers, and other community agency personnel to assist them to effectively work with people with developmental disabilities to be employed and successful in the workforce.

In the pre-production phase, the selected provider will formulate outlines, scripts and production schedules for all three videos. The provider will work directly with each transition/employment program to script dialogue to best capture how each program operates, which broad entity to contact for further information, and how to start a similar program in their community. The script should also showcase the different programs and provide information on labor laws and transition IDEA information.

In the production phase, the selected provider will provide a "rough-cut" of the three videos for Council approval before the end product is delivered.

In the post-production phase, the selected provider will work with an Advisory Committee to develop a master plan for distribution of the videos to the appropriate stakeholders and organizations.

The selected provider will need to include or hire a consultant with expertise in transition and employment as it relates to persons with developmental disabilities. This person will help guide the project to ensure the project represents person-centered planning and current knowledge and best practices related to transition and employment.

The provider will ensure the videos include employers and their employees with developmental disabilities interacting on the job and interviews with first-hand testimonials. The videographer and consultant will work with each program to choose self-advocates who want to be featured on the DVD. Each self-advocate will have the choice to be paid \$250 each for their work on the project which will include the rights to use their image and story on the DVD or participate without a fee if it would negatively impact their benefits.

The videographer and consultant will work with the agencies, schools, providers and others working on the project to make three high-quality videos that will showcase how each program operates, what is needed to sustain each program and who to contact for further information on how to get a similar program started in other areas of the state.

It is anticipated that the selected provider will also be responsible for the following services:

1. The provider will travel to at least ten (10), but no more than fifteen (15) program sites to acquire the footage needed to produce high quality videos.
2. The provider will utilize a state-of-the-art studio and equipment to develop and produce the multimedia products.
3. The provider will deliver a final version of all three videos in a format which will allow the FDDC to replicate them at a future time.
4. The provider will produce one thousand copies of each of the three DVDs and provide FDDC with an original copy of each to be able to produce more DVD's at a future date and a web link in order to show the videos via the world wide web.
5. The provider will prepare and distribute a minimum of 500 of each video with the remaining videos being delivered to the FDDC office as agreed upon by the FDDC and the project advisory committee.

All work products, including but not limited to scripts, images, working copies and final videos will be the exclusive property of the Florida Developmental Disabilities Council, Inc. and may not be altered without its permission.

#### **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 # 2).

### **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 working with people with disabilities in the area of transition from school to post-school activities such as employment, job training and further education.

### **B. Description of the Objectives/Services to be Provided**

The proposal should also include the following:

1. A brief, one paragraph description of the project.
2. A thorough description of the offeror's plan for performing the functions as described in Section 1 # 3 Statement of Work. A narrative should be provided that describes how the offeror intends 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](http://www.fddc.org).

A description of how the offeror will capture the major programs in Florida that are successfully assisting people with disabilities to transition from school to work using person- centered planning should be included. Please submit two or three examples of past video work in the education or employment arenas. Ensure that the videos are collaborations between the offeror and the same video production staff as is proposing to work on this project.

3. A detailed work plan 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.
4. An outline of the specific services to be provided.
5. A list of measurable outcomes.
6. A list of proposed deliverables to be submitted to the Council (see Section G. Glossary of Terms).

### **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. If the provider is a videographer then include a resume from the consultant who is knowledgeable about persons with developmental disabilities, transition and employment. If the provider is the person knowledgeable in the area of people with disabilities, transition and employment and will hire a videographer, provide a resume and samples from previous videos produced in conjunction with this videographer. Also provide any evaluations or descriptions of past or current projects similar to the functions of this proposal.
2. A synopsis of corporate or individual qualifications, indicating ability to manage and successfully complete the functions required in this proposal.
3. The offeror must demonstrate expertise and experience in the area of working with people with

disabilities in the area of transition from school to post-school activities such as employment, job training and further education

#### **D. Description of Project Monitoring and Evaluation**

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

The description should include an explanation of:

1. how the provider will monitor the progress of the work and accomplishment of the outcomes;
2. how the provider will identify and address any project issues, problems or concerns, as they emerge; and
3. how the provider will evaluate the effectiveness of the project
4. regularly updated work plan including timeline and outcomes
5. data collection and consumer satisfaction surveys

#### **E. Budget and Budget Narrative**

In this section, offerors will include 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 # 15 & 16. 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 FDCC, one of the references will be the FDCC assessment of performance. A form for submitting the references and contact information may be found in Section 2 # 14 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 [fdcd.org](http://fdcd.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 in 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 "RFP #2011-CD-9002", and delivered by the deadline indicated in section 7, Proposal Schedule of Events and Deadlines.
2. The proposal document should not exceed **10** 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. You are encouraged to submit two or three videotapes or DVDs produced on similar topics as examples of past work.

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 section 1 #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 #15 & 16)

- I. References (See section 1 # 4 F, Section 2 # 14 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

14.

<b>I. Response to Need and Purpose</b>
--

<b>II. Description of objectives of project/services to be provided</b>
<b>A. Brief Project Description</b>
<b>B. Narrative of Plan to Perform Various Activities</b>
<b>C. Detailed Work Plan</b>
<b>D. List of Services to be Provided</b>
<b>E. Measurable Outcomes</b>
<b>F. Deliverables</b>
<b>G. Sustainability Plan</b>

<b>III. Description of Staffing</b>
-------------------------------------

<b>IV. Description of Project Monitoring and Evaluation</b>
---

**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 \_\_\_\_\_



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 of this project.

#### 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 detailed work plan and sustainability 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 transition and employment for persons with developmental disabilities, and/or video production 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 the provider will evaluate the effectiveness of the project.

#### 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 ([fddc.org](http://fddc.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**

<b>ACTIVITY/EVENT</b>	<b>DATE</b>	<b>METHOD</b>
RFP Released and Advertised	April 15, 2011	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  May 2, 2011	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 May 9, 2011	Responses to inquiries mailed to all offerors who submitted a letter of intent and posted at FDDC's website ( <a href="http://fddc.org">fddc.org</a> ).
Sealed RFP proposals due and Opened	Prior to 2 pm EDT June 2, 2011	<u>U.S. Mail, Express Mail, &amp; 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 June 13, 2011	Selection Committee Meets
Anticipated Posting of top ranked offeror RFP proposals (Posting is for 72 hours)	July 11, 2011	Posted by written notice at: 1. Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 - 2981 2. FDDC website ( <a href="http://fddc.org">fddc.org</a> )
Start contractual negotiations	July 15, 2011	
Anticipated contract start date	August 1, 2011	