

**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 IP 100

PAGE 1 OF 47

**NEGOTIATIONS WILL BE HELD THE EACH QUARTER DURING THE WEEK LISTED ON SCHEDULE
(PAGES 22-25) MAY NOT BE WITHDRAWN WITHIN 60 DAYS AFTER SUCH DATE AND TIME.**

RELEASE DATE: October 8, 2010

TITLE: Training and Conferences RFP

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 IP 100
Florida Developmental Disabilities Council, Inc.

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SECTION 1:

PROGRAM OVERVIEW FOR RFP #2011 IP 100

TITLE: Training and Conferences RFP

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

NOTE: The grantee must apply for the grant during a quarter having a proposal submission deadline of a minimum of six months before the event. *(To determine the deadline date to apply, Step 1. Determine the date of proposed event or date of first in multiple events. Step 2. Determine date six months before that date. Step 3. Determine the quarterly deadlines for submitting proposal in Section 7 of this RFP. The proposal must be submitted no later than in the quarter in which the date in step 3 falls.)*

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

This Request for Proposal (RFP) is being issued by the Florida Developmental Disabilities Council to provide opportunities for public and private sector agencies, organizations, and other interested individuals to conduct local, regional, or statewide workshops, training sessions, and conferences that are directed at enhancing the quality of life for families and individuals with developmental disabilities in their community and reflect the Council's mission and goals. This RFP is in response to the need

demonstrated by the numerous requests received by the Council for funds to support workshops, training sessions and conferences. The Council believes that individuals with developmental disabilities should be included in all aspects of life – school, community, work, and play. Appropriate supports and services are needed to ensure full participation in the community. Successful inclusion and attainment of services and supports requires advocacy by individuals with developmental disabilities and their families. Such advocacy necessitates knowledge of disabilities, available supports and services, program requirements, best practices, federal and state laws, and numerous other aspects of the issues and systems for disability services. Advocates who are more informed are better equipped to obtain the supports they need to live successful lives in the community. Advocates need training and access to information to help them navigate the complex disability system and empower them to obtain the support they need.

3 Statement of Work

This RFP is being issued by the Florida Developmental Disabilities Council to provide funding for organizations, agencies, and other interested parties to conduct trainings, conferences, and other events that benefits individuals with developmental disabilities and their family members. These events are expected to promote meaningful participation in all aspects of life for Floridians with developmental disabilities.

The project may be an event or series of events that focuses on identified need(s) of individuals with developmental disabilities and/or their families or professionals. The project must be a local, regional, or statewide training, conference, or other such event to benefit individuals with developmental disabilities and family members. It should correspond with the Council's mission statement and one or more of the FDDC state plan goals. The event(s) should continue to build on or serve the needs gaps after the event.

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(s) of the training or conference.

B. Description of the Objectives/Services to be Provided

1. This section should thoroughly describe 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.
2. The proposal should describe how the event will address the Council's mission and specifically address one or more state plan goals. (The Council's mission and state plan can be accessed at www.fddc.org.) The statement of work must also indicate how the identified needs gap will continue to be reduced following the event(s).
3. The proposal should describe how the full participation of individuals with developmental disabilities and family members are served in the project. This may include provision for accommodations and financial assistance for individuals to attend.
4. The proposal should describe how individuals with developmental disabilities and/or family members are included in the planning and execution of the training, conference, or other such event.

5. The proposal should describe how the conference, training, or event will be marketed to individuals with developmental disabilities and/or their families, with a particular emphasis on outreach to the rural areas, individuals from diverse ethnic backgrounds, and traditionally underserved groups.
6. The proposal should describe how the project will be evaluated. This evaluation must include, but is not limited to, the effectiveness of the outreach/marketing strategies; the extent to which the purposes of the grant were met; and the outcomes/results of the project.
7. The proposal should identify any tangible product resulting from the project (advertising, workbooks, video tapes, etc.)
8. The proposal should include a copy of the latest Uniform Business Report filed with the Department of State, if the grantee is a Florida Corporation.
9. A detailed work plan 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.
10. In addition to the narrative, the provider will outline (e.g.: list) the services to be provided.
11. Measurable outcomes need to be identified.
12. Deliverables that will be submitted, as part of this project, need to be identified.
13. Sustainability Plan (i.e., describe how initiative will continue after Council funding; or, how 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 who 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.
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 the training and conferences.

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

Respondents should submit proposals not exceeding \$12,500.00 in requested funds. Awardees of RFP100 funding can receive RFP100 funding two years in a row, but then will not be eligible for additional funds under this RFP for a period of twenty-four (24) months from the end date of the last award. The Council may opt at its discretion to continue to support a project for up to two additional years through the Council's other funding sources outside of the RFP 100 funds.

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 # 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 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 # 14 V.

G. Glossary of Terms

1. **Deliverables-** submission of information to document provision of services(e.g. workplans, curriculums, training materials and handouts, PowerPoints, 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 fdcc.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 "Training and Conferences Proposal", 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 blue ink 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 in Microsoft Word 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 # 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.

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 _____

15. BUDGET REQUEST -

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

16. 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 85 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 reflect the mission of the Council and one or more goals of the Council's State Plan

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 training or conferences, 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.

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.

Should one or more speakers be included in the budget, the fee for any speaker cannot exceed \$1000.00 without prior permission of FDDC. The information regarding the speakers is to be submitted to the FDDC Project Manager prior to any contract with a speaker who fees will exceed \$1000.00. The Project Manager will seek Council approval.

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) 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	October 8, 2010	FDDC's Electronic Notification System and Florida Administrative Weekly

FIRST QUARTER

Letter of Intent is requested by this date (although not mandatory) Written questions due to FDDC	By 4:00 pm EDT October 21, 2010	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 November 1, 2010	Responses to inquiries mailed to all offerors who submitted a letter of intent and posted at FDDC's website (fdcd.org).
Sealed RFP proposals due and Opened	By 2 pm EST November 22, 2010	<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 Dec. 13, 2010	Selection Committee Meets
Anticipated Posting of top ranked offeror RFP proposals (Posting is for 72 hours)	January 4, 2011	Posted by written notice at: 1. Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 - 2981 2. FDDC website (fdcd.org)
Start contractual negotiations	January 10, 2011	
Anticipated contract start date	February 15, 2011	

SECOND QUARTER

ACTIVITY/EVENT	DATE	METHOD
Letter of Intent is requested by this date (although not mandatory) Written questions due to FDDC	By 4:00 pm EST January 4, 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 January 17, 2011	Responses to inquiries mailed to all offerors who submitted a letter of intent and posted at FDDC's website (fddc.org).
Sealed RFP proposals due and opened	By 2 pm EST February 7, 2011	<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 February 21, 2011	Selection Committee Meets
Anticipated Posting of top ranked offeror RFP proposals (Posting is for 72 hours)	March 7, 2011	Posted by written notice at: 1. Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 - 2981 2. FDDC website (fddc.org)
Start contractual negotiations	March 11, 2011	
Anticipated contract start date	April 8, 2011	

THIRD QUARTER

ACTIVITY/EVENT	DATE	METHOD
<p>Letter of Intent is requested by this date (although not mandatory)</p> <p>Written questions due to FDDC</p>	<p>By 4:00 pm EDT</p> <p>April 5, 2011</p>	<p>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</p>
<p>FDDC responses to offerors' written inquiries</p>	<p>Week of April 18, 2011</p>	<p>Responses to inquiries mailed to all offerors who submitted a letter of intent and posted at FDDC's website (fdcd.org).</p>
<p>Sealed RFP proposals due and opened</p>	<p>By 2 pm EDT</p> <p>May 9, 2011</p>	<p><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</p>
<p>Mandatory Criteria Evaluation and proposal scoring begins</p>	<p>Week of May 23, 2011</p>	<p>Selection Committee Meets</p>
<p>Anticipated Posting of top ranked offeror RFP proposals (Posting is for 72 hours)</p>	<p>June 6, 2011</p>	<p>Posted by written notice at:</p> <ol style="list-style-type: none"> 1. Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301 - 2981 2. FDDC website (fdcd.org)
<p>Start contractual negotiations</p>	<p>June 10, 2011</p>	
<p>Anticipated contract start date</p>	<p>July 18, 2011</p>	

FOURTH QUARTER

ACTIVITY/EVENT	DATE	METHOD
Letter of Intent is requested by this date (although not mandatory) Written questions due to FDDC	Prior to 4:00 pm EDT July 5, 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 July 18, 2011	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	By 2 pm EDT August 8, 2011	<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 August 22, 2011	Selection Committee Meets
Anticipated Posting of top ranked offeror RFP proposals (Posting is for 72 hours)	September 12, 2011	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	Sept. 16, 2011	
Anticipated contract start date	October 14, 2011	