

**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: 2009-IP-100

PAGE 1 OF 34

RELEASE DATE: October 10, 2008		TITLE: Training/Conference RFP	
VENDOR NAME:			
VENDOR MAILING ADDRESS:			
CITY - STATE - ZIP:			
AREA CODE:		PHONE NUMBER:	
<p>I 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.</p>			
AUTHORIZED SIGNATURE: (MANUAL)			
AUTHORIZED SIGNATURE TITLE: (TYPED)			

Florida Developmental Disabilities Council, Inc.

Request for Proposal (RFP)

RFP Number: 2009-IP-100

Funded Through:

Appropriation #75-9-1536 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: 2009-IP-100
Florida Developmental Disabilities Council, Inc.**

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SECTION 1: BACKGROUND, NEED AND PURPOSE, STATEMENT OF WORK, AND TERMS OF AGREEMENT

1.1 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.

1.2 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.

1.3 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 benefit individuals with developmental disabilities and their family members.

Respondents should submit proposals not exceeding \$15,000.00 in requested funds. Awardees of funding under this RFP will not be eligible for additional funds under this RFP for a period of twelve (12) months from the time of the last award.

The specifications for conducting this project are as follows:

1. The project to be funded under this RFP must be a local, regional, or statewide training, conference, or other such event to benefit individuals with developmental disabilities and family members.
2. The grantee must ensure the full participation of individuals with developmental disabilities and family members in the project. This may include provision for accommodations and financial assistance for individuals to attend.
3. The grantee must involve individuals with developmental disabilities and/or family members in the planning and execution of the training, conference, or other such event.
4. The grantee must actively market the conference, training, or event 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.
5. The grantee must evaluate the project. 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.
6. The grantee must report the expenditure of funds to the council on a periodic basis, including, but not limited to, the individuals for whom the funds were used, when, and the event. Additional deliverables will be required to document provision of the services of the grant.
7. The grantee must provide documentation of the required match for project related expenses. Volunteer time used as match must be limited to 5% of the total match amount.
8. The grantee must provide a copy of the latest Uniform Business Report filed with the Department of State, if the grantee is a Florida Corporation.
9. The grantee must identify any tangible product resulting from the project (workbooks, video tapes, etc.).
10. The grantee must acknowledge that any and all materials developed as a result of the proposed project will be the property of the Council and the U.S. Department of Health and Human Services unless the material was previously copyrighted.

1.4 Terms of Agreement

The contracts resulting from this RFP will be in effect between approximately 6 and 12 months. Each approved proposal may be awarded no more than \$15,000. The total of all awarded proposals may not exceed \$50,000 allocated each year for this RFP. Proposals will be reviewed on quarterly deadlines, until funding has been depleted. The type of contract and funding amount will be developed during contract negotiations. Generally, most contracts will be cost reimbursement.

A Match requirement is required in each proposal of not less than 33% of the total project costs, to be finalized as part of the negotiations process. Grantees must match \$1 for every \$3 requested to reach a

33% match of the total approved cost of the project. Documentation of 33% match of project expenses must be maintained. The match requirement may be satisfied by values placed on in-kind contributions or through grantee-incurred costs, or by a combination of the two. Not more than 50% of said Match requirement shall be "In Kind" match and not more than 5% of said Match requirement shall be volunteer time of individuals who are not grantee employees. Costs paid by other federal grants may not be used for match. The match must fund activities directly related to the project. Indirect cost is calculated on and cannot exceed ten percent (10%) of total salary and fringe benefits. *Note: To calculate the match share for the 33% required match, divide the amount of your request by three. Then, to calculate the total grant amount, combine the one-third figure with the dollars requested. (i.e., funds requested \$10,000 divide by 3 = match amount of \$3,333.33. \$10,000+\$3,333.33 =total project cost of \$13,333.33)*

SECTION 2: 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: | Written Questions submitted in accordance with the Proposal Schedule of Events and Deadlines listed in Section 7 |
| Step 3: | Response to Written Questions in Accordance with the Proposal Schedule of Events and Deadlines listed in Section 7 |
| Step 4: | Offerors' RFP proposals submitted per quarterly deadlines |
| Step 5: | Mandatory Criteria Evaluation |
| Step 6: | Proposal scoring |
| Step 7: | Contract negotiations |

There will be quarterly deadlines for submission of proposals. Each quarter, the review committee will review all timely submitted proposals. A proposal must be submitted at least 3 months prior to the tentative date of the training, conference, or event for which funding is being sought. If the proposal is not funded, offeror may resubmit prior to the next scheduled quarterly deadline.

2.1 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

2.2 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.

2.3 Provider Performance

The provider's performance will be assessed and documented throughout the life of the contract by the

contract manager. This assessment of the provider will be based upon the following: the quality of the deliverables and products produced; the implementation of provision of services as stipulated in the contract; compliance with all provisions of the contract; and the general performance of the provider in meeting the expectations of the contract manager and the Council, as well as the end result of the project.

At the conclusion of the contract, an overall assessment of the provider's performance relative to the contract will be conducted. If the performance assessment identifies serious inadequacies in adherence to contract requirements or in meeting performance expectations listed in the contract, the contract manager will notify the provider in writing and stipulate the improvements or corrective action(s) that need to be exhibited or accomplished in any subsequent contracts with the Council. This information will become a part of the provider's performance profile for use by other Council contract managers when assessing RFP proposals and when developing and implementing subsequent contracts with this provider.

Agencies, organizations and/or consultants who exhibit the same inadequacies in subsequent contracts with the Council, risk the Council invoking its right to prohibit sole sourcing with said provider for up to three years. A prohibition from sole sourcing and the documented provider performance assessment that led to this prohibition will be considered sufficient evidence of the provider's inability or unwillingness to perform and, in turn, exclude that provider from being awarded a contract through a Council RFP process, again for up to three years.

2.4 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.

2.5 Letter of Intent to Submit a Proposal

A Letter of Intent is not required no requested for this RFP.

2.6 Acceptance of Proposals

Proposals must be received by FDDC in accordance with the Proposal Schedule of Events and Deadlines listed in Section 7 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.

2.7 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.

2.8 Posting of Proposals Ranking

A quarterly 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 7 of this document. The notice will be posted for 72 hours (3 working days).

2.9 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 file a protest within the times prescribed in that 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.

2.10 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.

SECTION 3: INSTRUCTIONS TO PROSPECTIVE OFFERORS

Proposal content must respond to this RFP solicitation adequately and appropriately. This section provides information and instructions necessary to meet minimum submission requirements.

3.1 FDDC Request for Proposal Acknowledgement Form

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

3.2 Title Page/Request for Funding Form (PLEASE SEE ATTACHMENT V FOR FORMAT)

Each copy of the proposal must include a Request for Funding form as the title page(s) that contains the following information:

1. Title of proposal and RFP Number
2. Offeror's legal name
3. Offeror's Tax Id Number or Social Security Number
4. Organization to which proposal is submitted
5. Name, title, address, phone number, fax number, and internet e-mail address, if available, of person who may respond to inquiries regarding the proposal.
6. Name of project director
7. Name and title of official authorized to sign contract
8. Organization's mission, vision, and values statement

3.3 Response to Need and Purpose

Proposals should include a narrative that demonstrates the offeror's understanding of the need for and purpose of the project. The offeror should include any unique perspectives or insights concerning the issue to be addressed. Narratives should also include relevant statistics and other information that demonstrates the need for this type of training or conference and the needs of the target population. Proposals should include:

1. An explanation of how the proposed project relates to the Council's mission and which of the Council's specific State Plan goal(s) and objective(s) will be addressed by the project. You may

review the Council's current State Plan on the Council's website (www.fddc.org).

2. A brief history and the mission of the organization or group submitting the proposal or significantly involved in the project, including any history of successfully completing projects similar to the proposed project.

3. The geographical area to be served by the project. The training, conference, or other such event must be held in Florida and should be local, regional, or statewide in scope.

4. A statement of expected outcomes of the project. Outcomes must be specific, detailed, measurable (i.e., qualitative or quantitative), reflect the objectives of the project, and directly related to the time period or amount of funding requested.

5. A discussion of how the project will benefit individuals with developmental disabilities and family members.

6. A narrative of how the project is responsive to the needs of individuals from diverse ethnic backgrounds and traditionally underserved populations.

7. A description of the specific elements of the training or conference curriculum (i.e., the topics to be covered, how the topics will be presented, etc.)

8. A tentative list of any presenters or speakers that will participate in the training or conference.

9. A description of the marketing plan to ensure widespread dissemination of information to the target audience.

10. A description of the tools that will be used to evaluate the project.

11. An acknowledgment that, at the Council's discretion, a complimentary exhibit table at the training or conference will be reserved for the Council's use.

12. An acknowledgment that the Council's Consent Form (Exhibit K) or a comparable form will be distributed to all participants as appropriate.

13. An acknowledgment that any and all materials developed as a result of the proposed project will be the copyright of the Council and/or otherwise comply with the copyright provision in our standard contract (see page 29 of this RFP for contract language).

14. An explanation as to why Council funds are necessary in order to achieve the intended outcomes.

If the training or conference curriculum has already been developed or if offeror intends to use an existing training resource or curriculum, it must be submitted with the proposal. If the curriculum is not yet developed, the proposal must include a detailed outline of the training and/or a detailed synopsis of the conference topics.

3.4 Description of the Proposed Plan to Perform Required Tasks

This section should thoroughly describe the offeror's plan for performing the functions as described in 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.

Specifically, this section needs to provide for the following:

1. A detailed work plan in the correct format (see Work Plan format) 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. The work plan activities should correlate to the expected outcomes.
2. An explanation of how persons with developmental disabilities will be included in valued roles in the project.
3. An explanation of how persons from rural areas and traditionally underserved populations will be recruited and/or encouraged to attend the training or conference.
4. A description of how adequate supports and accommodations will be provided to ensure participants with developmental disabilities are able to fully participate in the training or

conference.

5. A detailed estimated budget of expenses submitted in the budget format provided in the RFP and including only allowable costs and a budget justification narrative. The exact budget for the project will be developed during contract negotiations.
6. If the proposal includes a request for funding to assist individuals with developmental disabilities or family members in attending the training or conference, the proposal must specify what costs would be reimbursed to participants with the funding (i.e., mileage, meals, hotel room, PCA expenses, or respite care expenses), the criteria for individuals eligible for receiving funds, the procedure for selecting those who will receive funds, and the process for awarding the reimbursements. No more than 33% of the total amount of requested funds should be earmarked for financial assistance for individuals to attend the conference or training.
7. If the proposed conference or training is an ongoing event (i.e., an annual conference), the proposal should include strategies for obtaining other funding to sustain the project.

3.5 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.

3.6 Description of Quality Assurance/Quality Improvement System

This section should describe the quality assurance/quality improvement (QA/QI) system to be used in monitoring and evaluating the progress of the project, including the mechanisms for identifying and correcting problems or delays in implementation and assessing the overall outcomes. The provider should propose measurable outcomes against which their overall progress will be assessed.

If the project is limited to a one-time event, a full QA/QI system may not be required, although some basic evaluation needs to be completed such as regularly updated work plan, identification of any barriers to meeting objectives, time lines and outcomes, as well as completion of the Council's Exhibits I, Data Collection Form, and J, Consumer Satisfaction Survey.

3.7 Budget and Budget Narrative

Offerors will include in this section a proposed line item budget, accompanied by a detailed budget narrative, using the format provided. The budget should include the total cost of the project, the total match amount, and the total amount requested at the bottom of the chart. The budget narrative must explain and demonstrate that each entry on the line item budget sheet is allowable, reasonable and necessary. If personnel costs (staff salaries and/or benefits) are included in the request, the budget narrative must include an explanation of how much of the staff's time will be dedicated to the project (i.e., 20% of his/her day or 8 hours a week) and the hourly rate at which that staff will be paid. 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 Attachment II.

3.8 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 Attachment VI.

3.9 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.

3.10 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 100", and delivered by the appropriate quarterly deadline indicated in section 7, Proposal Schedule of Events and Deadlines. Proposals must be submitted at least three (3) months prior to the date of the training or conference for which offeror is requesting funding.
2. The proposal document should not exceed 15 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 Request for Proposals Acknowledgement Form (See section 3.1)
 - B. Application for Funding form/Title Page (See section 3.2 and Attachment V)
 - C. Table of Contents (Identifies major sections along with page numbers)
 - D. Response to Need and Purpose (See section 3.3) **Response should be no more than 5 pages**

- E. Description of Plan to Performing Tasks and Work Plan (See section 3.4) **Response should be no more than 5 pages**
- F. Description of Staffing (See section 3.5)
- G. Quality Assurance/Quality Improvement System (See Section 3.6)
- H. Budget and Budget Narrative (See section 3.7 and Attachment II)
- I. References (See section 3.8 and Attachment IV)
- J. Completed Attachments applicable to offeror proposal
 - I. Required Certifications
 - II. Budget Request and Narrative
 - III. Certification Regarding Lobbying
 - IV. Debarment and Suspension Certification Form

SECTION 4: FINANCIAL SPECIFICATIONS

4.1 Funding Source

This project is funded through appropriation #75-9-1536 from the U.S. Department of Health & Human Services, Administration on Developmental Disabilities, through FDDC. Catalog of Federal Domestic Assistance (CFDA) # 93.630.

4.2 Allowable Costs

The following Office of Management and Budget Circulars are used as guidelines to determine allowable costs depending on the organizational structure of the entity submitting a proposal: (1) A-21 Cost Principles for Educational Institutions, (2) A-87 Cost Principles for State, Local and Indian Tribal Governments, and (3) A-122, Cost Principles for Non-Profit Organizations. Allowable costs pertaining to this RFP include costs such as:

1. Consultant fees for speakers or presenters (please note Council policy that consultant fees are limited to \$1,000 per day);
2. Personnel salaries and benefits;
3. Travel in accordance with Florida Statutes, regulations, and FDDC Policies;
4. Other direct costs such as supplies, postage, copying, telephone, educational materials, etc.;
5. Indirect cost is calculated on and cannot exceed ten percent (10%) of total salary and fringe benefits; and
6. Direct service costs.

All contractual costs will be negotiated with the FDDC contract manager and must be approved prior to contract execution.

4.3 Non-Allowable Costs

In addition to the following list, see applicable cost principles as noted in Section 4.2 for additional unallowable costs:

1. Cash award to employees or ceremony expenditures
2. Penalty on borrowed funds or statutory violations or penalty for late/nonpayment of taxes
3. Out of state travel
4. Organizational affiliations, fund raising, and public relations
5. Deferred payments to employees as a fringe benefit package
6. Severance pay and unearned leave
7. Purchase of equipment or furniture
8. Staff overtime pay
9. Supplanting of local, state, or federal funds
10. Acquisition of real property, building construction, alterations, renovations, or other capital improvements
11. Purchase of medical care or social services

4.4 Invoicing and Payment of Invoices

All invoices must be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

Contract resulting from this RFP will be either cost reimbursement or fixed price/fixed fee, depending on the types of services rendered.

One original invoice should be submitted for payment on resulting contract. All support documentation will be legible and copy ready. All submissions not in compliance with these guidelines will be returned to the offeror for re-submission.

Invoices will be processed only after acceptance of the deliverable is determined by FDDC and the contract manager signs the invoice. Disputed invoices will be returned to the successful offeror for correction.

The successful offeror shall submit the final invoice and all deliverables for payment to FDDC prior to termination of the contract. If the contractor fails to do so, all right to payment is forfeited, and the FDDC will not honor any request submitted after aforesaid time period.

All invoices will be in accordance with FDDC payment procedures and schedules.

SECTION 5: CONTRACT PROVISIONS

5.1 Default

Failure to perform according to this bid and/or resulting contract shall be cause for the organization to be found in default in which any and all procurement costs may be charged against the organization. Any violations of these stipulations may also result in the contractor's name being removed from the FDDC's vendor mailing list.

5.2 Unauthorized Aliens

FDDC shall consider the employment by any contractor of unauthorized aliens a violation of section 274 A (e) of the Immigration and Nationalization Act. Such violation shall be cause for unilateral cancellation of this contract.

5.3 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.

5.4 Oral Presentation

After the proposals have been ranked, FDDC, at its sole discretion, may invite selected proposers to make an oral presentation on the proposal at a date, time, and location to be specified. Invitations will be by written notification to the contact person listed in the proposal. FDDC will identify individuals to be present and review all oral presentations.

5.5 Proposer Questions or Inquiries

Questions related to this RFP must be received in writing by the contact person listed in Section 2.1 and accordance with the Proposal Schedule of Events and Deadlines listed in Section 7 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 7.

5.6 Public Records

Any material submitted in response to this RFP will become a public document pursuant to section 119.07, F.S. This includes materials which the responding proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to section 119.07, F.S.

5.7 Trade Secrets

FDDC will attempt to afford protection from disclosure of any trade secrets consistent with section 381.83, Florida Statutes. Any prospective vendor or offeror acknowledges however, that protections afforded by section 381.83, Florida Statutes are incomplete, and it is hereby agreed by the offeror that no right or remedy for damages arises there from.

5.8 Sub-contracting

The successful offeror may, only with **prior written approval** of FDDC, enter into written subcontracts for performance of specific services under the contract. Anticipated subcontract agreements known at the time of proposal submission and the amount of the subcontract must be identified in the offeror's response to this RFP. Prior to the effective date of any subcontract, provider must request and receive written approval from FDDC's contract manager. No subcontract that the offeror enters into with respect to performance under the contract resulting from this RFP shall in any way relieve the offeror of any responsibility for performance of its duties. All payments to subcontractors shall be made by the offeror. No payment to the offeror will be processed until FDDC approves all subcontracts, in writing. The contract manager must approve all subcontractor agreements and any subsequent changes made to those agreements.

The offeror shall not engage, on a full- or part-time basis, anyone employed by the FDDC.

5.9 Standard Contract

FDDC's Standard Contract (Attachment VII) contains all administrative, financial and nonprogrammatic terms and conditions usually mandated by federal or state statute and policy of FDDC. Use of this document is mandatory for contracts as it contains the basic clauses required in all contracts. The terms and conditions contained in the Standard Contract are non-negotiable.

SECTION 6: PROPOSAL EVALUATION CRITERIA AND SCORING

6.1 Description of Ranking

Ranking of proposals will be based on the evaluation team scoring with the proposal scoring the highest being ranked first. More than one proposal may be funded each quarter. A final site visit to the offeror with the highest ranking may be conducted prior to final contract negotiations.

6.2 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 Florida Developmental Disabilities Council Members and/or Resource Members and, if necessary, others with pertinent backgrounds.

6.3 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.

More than one proposal may be funded each quarter. 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. The proposal should identify and address a clear need for the project that will benefit individuals with developmental disabilities and families and should demonstrate that there is a need for Council funds in order to achieve the intended outcomes. The proposal should be consistent with the Council's mission and should address a specific goal and objective of the Council's State Plan. The proposed work should meet all the requirements set forth in Section 1.3 (Statement of Work) and be presented in a clear and concise manner.

2.0 Description of Plan to Perform Tasks (35 Maximum points)

The proposal contains a narrative description of the activities to be performed, including a detailed work plan, that is adequate and sufficient to accomplish the requirements of the RFP and reflects the values and mission of the Council. The work plan should fully describe the timeline for implementation of the project.

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 similar projects and are organized to meet the time frames established.

4.0 Description of Quality Assurance/Quality Improvement System (10 Maximum points)

The proposal will be reviewed to ensure that it is viable and cost effective. The outcomes identified should be measurable, meet the minimum requirements stipulated, and reflect the purposes of the project to be achieved. The evaluation plan should present a feasible approach for evaluating the project and address all the required elements of the evaluation.

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 should be clear and adequately provide for all the elements necessary for the project. 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

SECTION 7: PROPOSAL SCHEDULE OF EVENTS AND DEADLIN

ACTIVITY/EVENT	DATE	METHOD
RFP released and advertised	October 10, 2008	FDDC's electronic notification system and Florida Administrative Weekly

DEADLINES FOR FIRST QUARTER

ACTIVITY/EVENT	DATE	METHOD
Written questions due to FDDC	Prior to 4 p.m.EDT October 22, 2008	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 October 27, 2008	Responses to inquiries mailed to all offerors who submitted a letter of intent and posted at FDDC's website (www.fddc.org)
Sealed RFP proposals due and opened	Prior to 2:00 pm EST December 15, 2008	U.S. Mail, Express Mail & Hand Delivery 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 January 12, 2009	Selection Committee meets via conference call
Anticipated posting of top ranked offeror RFP proposals (Posting is for 72 hours)	January 19, 2009	Posted by written notice at: 1. Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301-2981 2. FDDC website (www.fddc.org)
Start contractual negotiations	January 23, 2009	
Anticipated contract start date	February 23, 2009	

DEADLINES FOR SECOND QUARTER

ACTIVITY/EVENT	DATE	METHOD
Written questions due to FDDC	Prior to 4 p.m. EST January 2, 2009	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 5, 2009	Responses to inquiries mailed to all offerors who submitted a letter of intent and posted at FDDC's website (www.fddc.org)

Sealed RFP proposals due and opened	Prior to 2:00 pm EST March 2, 2009	<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 March 16, 2009	Selection Committee meets via conference call
Anticipated posting of top ranked offeror RFP proposals (Posting is for 72 hours)	April 1, 2009	Posted by written notice at: 1. Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301-2981 2. FDDC website (www.fddc.org)
Start contractual negotiations	April 6, 2009	
Anticipated contract start date	May 1, 2009	

DEADLINES FOR THIRD QUARTER

ACTIVITY/EVENT	DATE	METHOD
Written questions due to FDDC	Prior to 4 p.m. EDT April 2, 2009	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 April 6, 2009	Responses to inquiries mailed to all offerors who submitted a letter of intent and posted at FDDC's website (www.fddc.org)
Sealed RFP proposals due and opened	Prior to 2:00 pm EDT June 3, 2009	<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 June 19, 2009	Selection Committee meets via conference call
Anticipated posting of top ranked offeror RFP proposals (Posting is for 72 hours)	July 2, 2009	Posted by written notice at: 1. Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301-2981 2. FDDC website (www.fddc.org)
Start contractual negotiations	July 8, 2009	
Anticipated contract start date	August 2, 2009	

DEADLINES FOR FOURTH QUARTER

ACTIVITY/EVENT	DATE	METHOD
Written questions due to FDDC	Prior to 4 p.m. EDT July 9, 2009	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 13, 2009	Responses to inquiries mailed to all offerors who submitted a letter of intent and posted at FDDC's website (www.fddc.org)
Sealed RFP proposals due and opened	Prior to 2:00 pm EDT September 3, 2009	<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 September 20, 2009	Selection Committee meets via conference call
Anticipated posting of top ranked offeror RFP proposals (Posting is for 72 hours)	October 1, 2009	Posted by written notice at: 1. Florida Developmental Disabilities Council, Inc. 124 Marriott Drive, Suite 203 Tallahassee, Florida 32301-2981 2. FDDC website (www.fddc.org)
Start contractual negotiations	October 7, 2009	
Anticipated contract start date	November 1, 2009	