

**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-7400

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**NEGOTIATIONS WILL BE HELD ON JANUARY 30, 2009 AND MAY NOT BE
WITHDRAWN WITHIN 60 DAYS AFTER SUCH DATE AND TIME.**

RELEASE DATE:

October 17, 2008

TITLE:

Organization Functional Analysis

VENDOR NAME:

VENDOR MAILING ADDRESS:

CITY - STATE - ZIP:

AREA CODE:

PHONE NUMBER:

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.

**AUTHORIZED SIGNATURE:
(MANUAL)**

**AUTHORIZED SIGNATURE TITLE:
(TYPED)**

Florida Developmental Disabilities Council, Inc.

Request for Proposal (RFP)

RFP Number: 2009-IP-7400

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-7400

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

The work of the Council necessary to change or create systems and build capacity so that individuals with developmental disabilities can be productive, contributing and included members of our communities is enormous. Time and energy can, therefore, easily be spent on a large host of efforts that are necessary for learning, planning, researching, implementing, advocating, managing and monitoring. The question is whether these efforts are focused on the activities that will most effectively and efficiently achieve the mission of the Council and goals of the State Plan. Ensuring optimum productivity is even more critical during these tight economic times.

The Council has also recently experienced growth and substantive change. We have used this last year to conduct a careful and diligent assessment of our State Plan goals, with an emphasis on collaborative, comprehensive and planned strategies for accomplishing the goals. It is an ideal time to conduct an assessment of the manner in which the Council works and to determine if the organization and structure

of the Council's work is the most effective and efficient to meet our mission and State Plan goals.

This Organization Functional Analysis will assess the organization as a whole, the structure and functions of the Council staff and board members, and identify strategies to optimize the Council's performance. This analysis will answer the following focus questions:

- Is the structure and function of each of the staff positions organized so as to most effectively and efficiently achieve the mission of the Council and goals of the State Plan?
- Is the structure and function of the Council members organized so as to most effectively and efficiently achieve the mission of the Council and goals of the State Plan?
- Is the functionality between the Council staff and members organized so as to most effectively and efficiently achieve the mission of the Council and goals of the State Plan?
- What strategies would improve the efforts of the Council so as to most effectively and efficiently achieve the mission of the Council and goals of the State Plan?

Examining what is required to perform each function related to the work of the Council and determining the relationship between the each of the functions and the mission and goals of the Council will enable the Council to identify its optimum organization and structure.

1.3 Statement of Work

The selected awardee will provide services as needed and identified by the Council, to include:

- conduct interviews of staff and Council members;
- review relevant policies, procedures, laws and the State Plan;
- identify the tasks performed and by whom for the various functions performed by the Council;
- assess the staff, committee and task force structures in relationship to the functions performed;
- determine the effectiveness and efficiency of the functions in relationship to the mission and goals;
- observe at least one quarterly committee meeting and full Council meeting;
- conduct a functional analysis of each staff position, each task force, each committee, and each leadership position and the relationship/collaboration between Council members and staff;
- analyze the information obtained and develop findings based on the responses to the focus questions outlined in Section 1.2 of this RFP;
- develop a final report to provide results of the functional analysis including: discussion of and responses to the focus questions as described below, a detailed analysis of the strengths and weaknesses of the current structure and functions of the Council, detailed information and assessments used to reach the conclusions presented, and specific recommendations for improving the effectiveness and efficiency of the Council and optimizing the operation of the Council; and
- work collaboratively with an Advisory Committee consisting of members of the Council's Human Resources and Executive Committees.

The following questions will form the basis for answering the project's focus questions:

- Analysis of the functions of each staff position of the council to provide the following information:
 - What are the specific functions of each position?
 - What tasks are undertaken to perform each of these functions?
 - How do each of these functions achieve the mission of the Council and/or goals of the State Plan?
 - How effectively and efficiently is each of these functions achieving the mission of the Council and/or goals of the State Plan?

- What is the priority of functions in achieving the mission of the Council and/or goals of the State Plan?
 - What collaboration is occurring between staff to achieve the mission of the Council and/or goals of the State Plan?
 - What collaboration needs to occur to more effectively and efficiently achieve the mission of the Council and/or goals of the State Plan?
 - What options are recommended for organizing staff and functions of staff to more effectively and efficiently achieve the mission of the Council and/or goals of the State Plan?
- Analysis of the functions of each of the committees, task forces and leadership positions of the Council to provide the following information:
 - What are the specific functions of each committee, task force and leadership position?
 - What tasks are undertaken to perform each of these functions?
 - What is the length of time required to perform each function?
 - How effectively and efficiently is each of these functions achieving the mission of the Council and goals of the State Plan?
 - How does each of these functions achieve the mission of the Council and/or goals of the State Plan?
 - What is the priority of functions in achieving the mission of the Council and/or goal of the State Plan?
 - What collaboration is occurring between council members to achieve the mission of the Council and/or goals of the State Plan?
 - What collaboration needs to occur to more effectively and efficiently achieve the mission of the Council and/or goals of the State Plan?
 - What options are recommended for organizing Council members and the functions of the council members to more effectively and efficiently achieve the mission of the Council and/or goals of the State Plan?
 - Analysis of the functioning between Council members and staff to provide the following information:
 - What collaboration is occurring between Council members and staff to achieve the mission of the council and/or goals of the State Plan?
 - What collaboration needs to occur to more effectively and efficiently achieve the mission of the Council and/or goals of the State Plan?
 - Are there functions that need to be shifted from the Council member to staff or from staff to Council member?
 - What options are recommended for organizing the functions of the Council between Council members and staff?

1.4 Terms of Agreement

The contract resulting from this RFP will be in effect between approximately February 2009 and August 2009 (6 months). The Council reserves the right to negotiate with the bidder awarded the contract a final project budget and scope of work. FDDC may approve up to two continuation contracts for two subsequent twelve-month periods.

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

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 fdhc.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

Submission of the **Letter of Intent form (Attachment V)** within the time indicated on the Schedule of Events and deadlines (Section 7) 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

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

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

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

3.3 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 organizational analysis.

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.

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.

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.
4. The offeror must demonstrate expertise and experience in the area of organizational analysis and efficiency review.

3.6 Description of Quality Assurance/Quality Improvement System

This section should propose measurable outcomes against which the offeror's work will be assessed and describe the evaluation process/tools by which the work will be assessed. In addition to the proposed evaluation process/tools, the offeror must agree to complete a regularly updated work plan, collect the data necessary for completion of the Council's Data Collection Form, and distribution and analysis of the Council's Customer Satisfaction Survey, as appropriate.

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 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. 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 "Organization Functional Analysis", and delivered by the deadline indicated in section 7, Proposal Schedule of Events and Deadlines.
2. The proposal document should not exceed **fifteen (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 Invitation to Negotiate Acknowledgement Form (See section 3.1)
 - B. Title Page (See section 3.2)
 - C. Table of Contents (Identifies major sections along with page numbers)
 - D. Response to Need and Purpose (See section 3.3)
 - E. Description of Plan to Performing Tasks (See section 3.4)
 - 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. Attachments applicable to offeror proposal
 - I. Required Certifications
 - II. Budget Request and Narrative
 - III. Certification Regarding Lobbying
 - IV. Debarment and Suspension Certification Form
 - V. Letter of Intent

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. Personnel salaries and benefits
2. Travel in accordance with Florida Statutes, regulations, and FDDC Policies
3. Other direct costs such as supplies, postage, copying, telephone, educational materials, etc.
4. Indirect cost is calculated on and cannot exceed ten percent (10%) of total salary and fringe benefits
5. 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 reprourement 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 scoring by the Selection Committee with the proposal scoring the highest being ranked first. 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 members of FDDC 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.

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 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.

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 organizational analysis and efficiency reviews and are organized to meet the time frames established.

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

The proposal contains proposed measurable outcomes and a description of the process or tools that will serve to evaluate the offeror's performance. The proposal also contains an agreement to collect data for the Council's Data Collection Form and Customer Satisfaction Survey.

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

6.4 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.

SECTION 7: PROPOSAL SCHEDULE OF EVENTS AND DEADLINES

ACTIVITY/EVENT	DATE	METHOD
RFP Released and Advertised	October 17, 2008	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 EST November 18, 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 December 1, 2008	Responses to inquiries mailed to all offerors who submitted a letter of intent and posted at FDDC's website (fdcc.org).
Sealed RFP proposals due and opened	Prior to 2 pm EST January 6, 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 January 12, 2009	Selection Committee Meets
Anticipated Posting of top ranked offeror RFP proposals (Posting is for 72 hours)	January 27, 2009	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	January 30, 2009	
Anticipated contract start date	February 15, 2009	