

SECTION 2

RFP SUBMISSION INSTRUCTIONS

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1. Request for Proposals Process

The process involved in soliciting proposals, evaluating proposals, and selecting an 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 Proposed Schedule of Events and Deadlines listed in Section 4
- Step 3: Written Questions submitted in accordance with the Proposed Schedule of Events and Deadlines listed in Section 4
- Step 4: Response to Written Questions in accordance with the Proposed Schedule of Events and Deadlines listed in Section 4
- Step 5: Offerors' RFP Proposals submitted in accordance with the Proposed 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 in the Florida Administrative Weekly publication and the FDDC website at www.fddc.org. The sole point of contact is:

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

3. Proposer Questions or Inquiries

Questions related to the RFP must be received in writing by the contact person listed in Section 2, #2 and in accordance with the Proposed 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 the FDDC and must be signed and returned with the proposal.

5. Title Page

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

- a) Title of proposal and RFP number
- b) Offeror's legal name
- c) Organization to which the proposal is submitted
- d) Name, title, address, phone number, fax number, and internet email address (if available) of the person who may respond to inquiries regarding the proposal.
- e) Name of the project director

- f) Name and title of the official authorized to sign contract
- g) 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 nonresponsive and, therefore, rejected. Please follow the following instructions carefully:

1. Proposals must be delivered sealed, clearly marked "RFP #2012-CD-9400 Universal Design for Learning", and delivered by the deadline indicated in the Proposal Schedule of Events and Deadlines (Section 4).
2. The proposal document
 - should not exceed 10 pages in length
 - should have numbered pages
 - should have 1" margins
 - should be single or 1.5 spaced
 - should be no larger than letter (8 ½" x 11") size
 - should be printed on one-side only (double-sided proposals will not be accepted)

The proposal document length does not include the Table of Content; Index; Attachments; Budget; or other additional materials.

The font type and size is at the discretion of the offeror, but must be at least as large as the font you are currently reading (Arial 10).

Do not include spiral or bound materials or pamphlets. All attachments and 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 submitted proposal must contain an original signature, in blue ink, of the official who is authorized to bind the offeror to their proposal. The proposal with the original signature should be marked "original". One electronic version of the proposal must also be submitted on a CD.
5. Offerors must submit proposal items in the following order:
 - a. FDDC RFP Acknowledgement Form (See Section 2, #4)
 - b. Title Page (See Section 2, #5)
 - c. Table of Contents (Identify major sections along with page numbers)
 - d. Response to Need and Purpose (See Section 1, #4 (A))
 - e. Description of How Project Will Address the Route to Success Systems Change Model (See Section 1, #4)
 - f. Description of Objectives/Services to be Provided (See Section 1, #4 (B))
 - g. Description of Staffing (See Section 1, #4 (C))
 - h. Description of Project Monitoring and Evaluation (See Section 1, #4 (D))
 - i. Budget and Budget Narrative (See Section 1, #4 (E) and Section 2, #15 and 16)
 - j. References (See Section 1, #4 (F) and Section 2, #14 (V))
 - k. Forms and Templates applicable to offeror's 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 within the time indicated on the Proposed Schedule of Events and Deadlines (Section 4) is encouraged for all prospective offerors. Organizations that submit a Letter of Intent 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 (www.fddc.org). The submission of a Letter of Intent does not require or mandate an agency to submit a proposal. The Letter of Intent should be submitted by US Mail, facsimile, commercial carrier, or hand-delivered to:

Lisa Taylor, CFO
Florida Developmental Disabilities Council, Inc.
124 Marriott Drive, Suite 203
Tallahassee, FL 32301-2981

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, #2 of this document. 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 Proposed Schedule of Events and Deadlines (Section 4) 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 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 US 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, 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 option, 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 as indicated by the Proposed Schedule of Events and Deadlines (Section 4). 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 document or the attendance at any related meeting or bid/proposal opening. If accommodations are needed due to 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 the 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 of 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