

## **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 Responsiveness Requirements (i.e., "Fatal Flaws") Review and Notification
- Step 7: Response to Notification submitted (if applicable)
- Step 8: Proposal Scoring
- Step 9: Contract Negotiations

### 2. Contact Person

This RFP is issued by FDDC. It is advertised in the Florida Administrative Register publication and the FDDC website at [www.fddc.org](http://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. Address should be one where UPS or Federal Express overnight delivery may be received, i.e. not a post office box.

- 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.

Proposals should be delivered sealed, with the outer mailing package clearly marked "RFP #2016-EM-13900 EMPLOYMENT OPTIONS INFORMED CHOICE TRAINING" and delivered by the deadline indicated in the Proposal Schedule of Events and Deadlines (Section 4).

At least one copy of the submitted proposal should 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".

Mandatory responsiveness requirements or "fatal flaws" must be met by the proposer to be responsive to this RFP. **FAILURE TO MEET ANY ONE OR MORE OF THESE REQUIREMENTS WILL CAUSE REJECTION OF THE PROPOSAL.** Please review the Fatal Flaw notice provided with this RFP to ensure compliance.

Please follow the following instructions carefully:

### 1. The proposal document

- must not exceed 20 pages in length
- must have numbered pages
- must have 1" margins
- must be 1.5 spaced
- must use font style Times New Roman size 12
- must be no larger than letter (8 ½" x 11") size
- must 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.

### 2. Each proposal must be unbound, collated, and include a Table of Contents with each section clearly labeled with the appropriate heading.

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. An original and nine (9) copies of the proposal and supporting materials are required. One electronic version of the proposal must also be submitted on a CD or a USB flash drive.

### 4. Offerors must submit proposal items in the following order, with each section of the narrative clearly marked:

- 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, #5 (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, #5 (C))
- g. Description of Staffing (See Section 1, #5 (D))
- h. Description of Project Monitoring and Evaluation (See Section 1, #5 (E))
- i. Budget and Budget Narrative (See Section 1, #5 (F) and Section 5, Form #2)
- j. References (See Section 1, #5 (G) and Section 5, Form #3)
- k. Forms and Templates applicable to offeror's proposal
  - i. Required Certifications (Section 5, Form #4)

- ii. Certification Regarding Lobbying (Section 5, Form #5)
- iii. Debarment and Suspension Certification Form (Section 5, Form #6)
- i. Attachments (example: resumes, if applicable)

## 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. The Letter of Intent form can be found in Section 5, Form #1. 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](http://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.**

Proposals will be opened at the date and time specified in Section 4, Schedule of Events and Deadlines. Proposals will be reviewed by FDDC staff to determine if they comply with the mandatory responsiveness requirements ("fatal flaws") found in the RFP and listed in the Fatal Flaw notice. This will be a yes/no review, conducted by FDDC staff, to determine if all requirements have been met. Failure to meet any of these requirements will result in a Notification letter sent to the offeror. The Notification letter will list any deficiencies of the mandatory responsiveness requirements and provide the time frame for these deficiencies to be cured, as specified in Section 4, Schedule of Events and Deadlines.

Notification responses shall be in writing within the timeframe given and shall only address the information requested. In no case does this clarification process permit revision or supplementation of the offeror's original submitted proposal.

Failure of an offeror to submit any requested information within the timeframe established will cause the FDDC to reject the proposal as unresponsive. Likewise, revision or supplementation of the substantive component of the offeror's original submitted proposal will cause FDDC to reject the proposal as unresponsive.

Only those proposals which have met the mandatory responsiveness requirements will be considered responsive and will be delivered to the Evaluation Committee to be evaluated as described below.

## 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**

This project is funded through appropriation #75-15-1536 from the U.S. Department of Health & Human Services, Administration on Intellectual and Developmental Disabilities, through FDDC. Catalog of Federal Domestic Assistance (CFDA) #93.630.