

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 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. Address should be one where UPS or Federal Express overnight delivery may be received, i.e. not a post office box.

Progressive Employment Practices: Project SEARCH Technical Assistance and Training

- 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 # 2015-EM-12700 Progressive Employment Practices: Project SEARCH" 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)