



**EARLY LEARNING COALITION OF MANATEE COUNTY, INC.**

3526 9TH STREET WEST SUITE 200

BRADENTON, FLORIDA 34205

PHONE: (941) 757-2900

**REQUEST FOR PROPOSALS**

**FOR THE DELIVERY OF  
FAMILY EDUCATION PROGRAMS**

**FOR FISCAL YEAR 2010-2011  
(FEBRUARY 1, 2011 THROUGH JUNE 30, 2011)  
WITH NO POTENTIAL RENEWAL**

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## **SECTION I: GENERAL INFORMATION**

### **A. PURPOSE OF THE REQUEST FOR PROPOSALS**

The Early Learning Coalition of Manatee, Inc., funded through federal allocations received by the State of Florida and as authorized through federal and state legislation for early childhood learning, is soliciting proposals for FAMILY EDUCATION PROGRAMS.

Florida Statute 411.01 requires Agency for Workforce Innovation to work with the early learning coalitions to increase parents' training for and involvement in their children's preschool education.

The Coalition recognizes the parent as the child's first teacher, and seeks to assist this process by providing parent skill-building opportunities designed to enhance the child's chances for educational success through appropriate opportunities and experiences.

The Vision of the Early Learning Coalition of Manatee County is to provide and support high quality school readiness opportunities for all children and their families, understanding that it is in the first years of life that a child's future educational success is determined.

The Mission of the Early Learning Coalition of Manatee County is to provide and coordinate the services of school readiness programs, in an efficient manner, in order to help all children develop the skills needed to achieve future educational success, to support the role of parents as their child's first and most important teacher, and to continue to improve the quality of services available in the community.

### **B. COMMUNITY BACKGROUND**

U.S. Census Bureau data reveals the following information:

- In 2009 there were 20,057 children under 5 years of age.
- 7.8% of families were below the federal poverty level in 2008.

Birth rate indicators from 2009 reveal that there were 3,626 births to Manatee County residents and 3,885 in 2008. Approximately 13% of those births were to women between 15-19 years old and 11 babies were born to women ages 14 and under. Repeat births to women between 15-19 years accounted for 114 babies born in 2008.

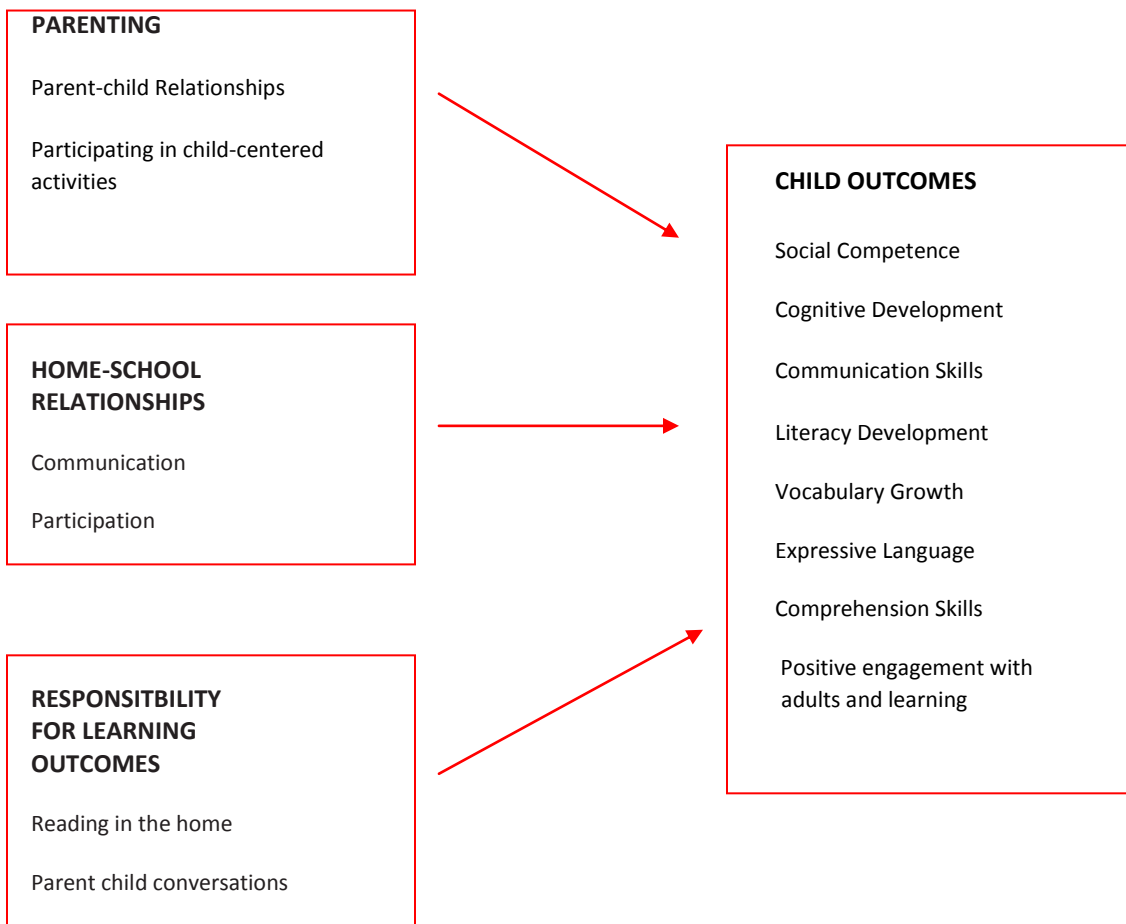
### **C. WHAT DOES THE RESEARCH SAY ABOUT PARENT EDUCATION AND FAMILY INVOLVEMENT?**

The first years of a child's life are a crucial development period, and children who are nurtured and stimulated during these years are much more prepared for formal reading and math and are more likely to have the social skills they will need when it's time for kindergarten. Parents are the child's first teachers, but early childhood education programs are also important, especially with the growing number of families with one parent, and families where both parents work full-time.

Substantial research supports family involvement, and a growing body of intervention evaluations demonstrates that family involvement can be strengthened with positive results for young children and their school readiness. To achieve these results, it is necessary to match children's developmental needs, parents' attitudes and practices, and early childhood programs' expectations and support of family involvement. The evidence base currently suggests three family involvement processes aid in creating

this match and promoting healthy outcomes: parenting, home–school relationships, and responsibility for learning outcomes. (See Figure 1) *Parenting* refers to the attitudes, values, and practices of parents in raising young children. *Home–school relationships* are the formal and informal connections between the family and educational setting. *Responsibility for learning* is an aspect of parenting that places emphasis on activities in the home and community that promote learning skills in the young child.

**Figure 1. Processes of family involvement and young children’s outcomes**



Source: [http://www.gse.harvard.edu/hfrp/projects/fine/resources/research/early\\_childhood.html](http://www.gse.harvard.edu/hfrp/projects/fine/resources/research/early_childhood.html)

## **SECTION II: SUMMARY OF RFP PROCESS**

### **What is the purpose of this proposal?**

To meet the outcomes identified in the quoted research, solicitations are made by the Early Learning Coalition of Manatee County, Inc., hereinafter referred to as 'the Coalition', with the goal of accomplishing the following:

- Engage parents to be full participants in the early learning experiences of their children, through a series of monthly or weekly workshops and trainings to be held at public and / or other organization locations or via home visitations;
- Meet the requirements of Florida Statute 411.01 (4) (o), which requires the Agency for Workforce Innovation to work with the early learning coalitions to increase parents' training for and involvement in their children's preschool education.

### **Who may apply?**

Organizations with experience and expertise in parent education and family involvement may apply. Certified Minority Business Enterprises are encouraged to apply. Applicants who have an employee who participated in the development and review of the RFP document for this Solicitation shall be disqualified.

### **How much funding is available?**

A maximum of \$20,000 will be provided by Early Learning Coalition of Manatee.

### **How long is the grant period?**

February 1, 2011 to June 30, 2011.

### **How many applications will be funded?**

One application will be funded.

### **What is the deadline for the proposal?**

Notice of Intent – December 3, 2010

Full proposal - January 7, 2010 at 1:00 p.m.

### **What are the evaluation criteria?**

Evaluation is based on price, application completion, staffing and staff credentials, program design, experience and responsiveness to special requirements. The Selection Committee, as appointed by the Coalition Board Chair, will recommend a proposed contract or rejection of all proposals to the Coalition Board. The final decision regarding a contract is vested with the Coalition, acting in its business and professional judgment and its sole and absolute discretion. The Coalition has the authority to reject the Committee's recommendation, select another proposal, request interviews by the full Coalition or anything the Coalition, in its sole and final discretion, determines to be in the Coalition's best interest. The final decision is vested in the Coalition, acting in its sole and absolute discretion. **The Coalition reserves the right to reject any proposals.**

### **When will the final contract be approved?**

Board Meeting - January, 2011

### **Who is the primary contact at the Coalition for this proposal?**

Pamela Parmenter, Quality Initiatives Manager

**How will inquiries or questions be addressed?**

All questions must be submitted in writing via email to Pam Parmenter, Quality Initiatives Manager, at [pparmenter@elc-manatee.org](mailto:pparmenter@elc-manatee.org) and copied to Sharon Oakes, Director of Operations – [soakes@elc-manatee.org](mailto:soakes@elc-manatee.org). No telephone inquiries will be entertained or addressed.

**SECTION III: SCHEDULE OF EVENTS AND TIMELINE**

<b>Date</b>	<b>Time</b>	<b>Activities/Events</b>
November 19, 2010	N/A	RFP Issued and Advertised
December 3, 2010	1:00 p.m.	Notice of Intent to Submit an Application to be received by the Coalition
December 10, 2010	1:00 p.m.	All written inquiries to be received by the Coalition
December 15, 2010	4:00 p.m.	Coalition’s written responses to inquiries, sent to all Proposers who filed a Notice of Intent to Submit an Application
January 7, 2011	1:00 p.m.	Sealed Applications must be received by the Coalition
January 7, 2011	2:00 p.m.	Opening of Proposals
January 12, 2011	N/A	Evaluation of proposals, meeting(s) of evaluation committee, Notification of intent to negotiate posted in local newspapers, Negotiations initiated/completed
January 2011(TBD)	TBD	Coalition meets to approve Contract(s)
February 1, 2007	8:00am	Contract performance begins

Note: all dates and times are tentative and subject to change.

**Contact Person:** The contact person for proposers is:

Pam Parmenter, Quality Initiatives Manager  
 Early Learning Coalition of Manatee County  
 3526 9<sup>th</sup> Street West Suite 200  
 Bradenton, Florida 34205  
 (941) 757-2900, ext. 261  
 Email [pparmenter@elc-manatee.org](mailto:pparmenter@elc-manatee.org)

**No verbal inquiries will be accepted.** Written questions from prospective contractors will be accepted in letter form or by email by the contact person through the date specified above under Schedule of Events and Timeline (refer to Deadline for Submission of Written Inquiries). The Coalition bears no responsibility for any delays, or resulting impacts, associated with a prospective contractor’s receipt of this information. **INFORMATION WILL NOT BE AVAILABLE BY PHONE FROM ANY STAFF OR BOARD MEMBER OF THE COALITION.** Any information received through oral communication shall not be binding and shall not be relied upon by any prospective contractor. Communication will be deemed as received only after the Coalition sends a confirmation receipt either via email or in letter form, to prospective contractors.

**Modification and/or Withdrawal of Proposals:** Any modification of a proposal, except a modification resulting from a request of the Coalition, must be received by the Closing Date for Receipt of Proposals. An offeror may not modify its proposal after proposal opening. Proposals may be withdrawn, by written or notice, within 72 hours after the date and time of proposal opening, provided that the offeror supplies proof of the impossibility to perform based upon an obvious error on the part of the offeror.

**Protests:** Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Written notices, formal protests and proceedings must conform to ss. 120.57(3) and 287.042(2), Florida Statutes. Failure to supply the required bond shall result in rejection of the protest without leave to amend.

**SECTION IV: DETAILS OF PARENTING EDUCATION AND FAMILY INVOLVEMENT SERVICES**

**OUTCOMES:**

The outcomes of the desired programs and associated services are to achieve those listed in Figure 1, page 4: Processes of family involvement and young children's outcomes.

**OBJECTIVES:**

The main objectives are to promote recognition of the parent as the child's first teacher, meet the statutory requirement for parent education and family involvement per F.S. 411.01, and align the services to meet AWI's Birth to Five Learning and Performance Standards.

**REQUESTED SERVICES:**

Services would provide the following:

- family education workshops and culturally diverse training that promote involvement of parents in their young child / children's early education.
- workshops and trainings will cover a range of topics including but not limited to:
  - child growth and development
  - sibling support
  - health and nutrition
  - caring for infants and toddlers
  - parenting a disabled child / children
  - nurturing development through play
  - social / emotional development
  - positive discipline / positive parenting
  - building self-esteem
  - routines, safety
  - fatherhood support
  - roles of grandparents / intergenerational support
  - behavior management
  - family literacy
- bilingual workshops and trainings will be provided

Deliverables will include demonstration of effectiveness of workshops, increased knowledge of good parenting, and strong workshop attendance.

**SECTION V: PROPOSAL APPLICATION FORMAT**

**I. Agency Name**

**II. Contact Person**

- A. Name
- B. Title
- C. Address
- D. Telephone, Fax, E-Mail

**III. Agency Type** (incorporation date and taxpayer identification number)

- A. Not-for-Profit
- B. For-Profit
- C. Other--Specify

**IV. IRS Determination**

- A. 501(c)(3)
- B. Other

**V. Agency Mission Statement**

**VI. Agency Description**

- A. Board of Directors
- B. Executive Personnel (including resumes)
- C. Staffing structure including organizational structure
- D. Location of administrative offices
- E. Accounting systems
- F. Procedures for maintaining confidentiality of records and record retention up to five years
- G. Brief description of current agency programs related to young children.

**VII. Prior Relevant Experience**

**VIII. Strategy for Provision of Services**

- A. Plan for providing service
- B. Staffing Structure

**IX. Budget and Budget Justification**

Provide a detailed line-item budget and budget narrative for the proposed services

**X. Certifications**

**Attachment 1.** Statement of No Involvement

**Attachment 2.** Statement of Insurance coverage

Provide a statement that this coverage is currently in place (proof of insurance to be attached) or that it will be obtained prior to the implementation of the contract. Copies of certificates of insurance are to be provided at the time of contract issuance.

Coverage Limits:

Workers Compensation:

Provide Workers Compensation Insurance coverage on behalf of all employees who are to provide a service for this initiative, as required under Florida Laws 440 and the Employers Liability of limits no less than \$100,000 per each accident.

Commercial General Liability:

This includes but is not limited to bodily injury, property damage, and personal injury with limits of not less than:

\$1,000,000 single limit per occurrence

\$1,000,000 per location aggregate covering all work performed for this initiative.

Automobile Liability:

This is to include bodily injury, property damage liability for all vehicles owned, hired, leased, non-owned with limits of no less than \$1,000,000 combined single limit covering all work performed for this initiative.

Professional Liability:

This is to include limits of no less than \$1,000,000 for professional services rendered in accordance with this initiative. The vendor shall maintain such insurance for at least 2 years from the termination of this contract.

**Attachment 3.** Sworn Statement on Public Entities Crime:

To ensure compliance with Sections 11.062 and 216.347, F.S., applicants are required to complete this attachment.

**Attachment 4.** Certification regarding lobbying

To ensure compliance with Sections 11.062 and 216.347, F.S., applicants are required to complete this attachment.

**Attachment 5.** Drug-Free Workplace Requirement Certification:

To ensure compliance with The Drug-Free Workplace Act of 1988, as codified at 29 CRF 98, Subpart F, applicants are required to complete this attachment.

**Attachment 6.** Certification regarding debarment, suspension, and other responsibility matters - primary covered transaction

**Attachment 7.** Notice of intent to submit an application

**Proposals are due no later than 1:00 p.m. on January 7, 2011.**

**Please Submit One (1) Original and Four (4) Copies of Completed Application to:**

**Pam Behr, Executive Assistant  
Early Learning Coalition of Manatee County  
3526 9<sup>th</sup> Street West Suite 200  
Bradenton, Florida 342085**

## **SECTION VI: ADMINISTRATIVE PROCEDURES**

### **PROPOSAL SUBMISSION**

For the purposes of this solicitation, the terms respondent, offeror and contractor are used interchangeably and mean a person(s) or organization(s) submitting a response to this solicitation.

#### **Where to Submit the Proposal**

Responses to this Request for Proposals must be submitted in a sealed envelope to:

**Pam Behr, Executive Assistant**  
**Early Learning Coalition of Manatee County**  
**3526 9<sup>th</sup> Street West Suite 200**  
**Bradenton, Florida 34205**

**Please mark SEALED RESPONSE TO ELC MANATEE FAMILY EDUCATION RFP 10-11 on your mailing envelope containing your response.**

The Coalition reserves the right to request a best and final offer from any Proposer to incorporate changes which will support a better understanding of the regulations, or which any regulatory changes may require.

The Coalition reserves the right to make any and all determinations exclusively which it deems are necessary to protect the best interests of its early learning program and the families who are served by the Coalition either directly or through anyone of its Contractors. The absence of the Coalition setting forth a specific reservation of rights does not subject other areas of the Contract resulting from this RFP to mutual agreement.

#### **Invoicing and payment of invoices**

The contract resulting from this RFP will be a **cost reimbursement contract**. The Coalition will accept the successful Applicant's invoice upon review of that invoice for completeness. Offerors are required to submit a blank invoice with the response to the RFP. During contract negotiations, the Coalition staff will instruct the vendor on how to display services on the invoices and how to present documentation of completed services. The Coalition reserves the right to take sufficient time for the review of the deliverables as is prudent prior to paying the invoices.

#### **Assurances and Certifications**

Proposer must sign and submit all attached Assurances and Certifications.

#### **Acceptance/Rejection of Proposals and Waiver of Minor Irregularities**

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 Applicant by the Coalition. The coalition will retain one unopened copy for use in the event of a dispute.

The Coalition 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 the Coalition. Minor irregularity is defined as a variation from the Request for Proposal terms and a condition which does not affect the price of

the proposal, or give the prospective Applicant an advantage or benefit not enjoyed by other prospective Applicants, or does not adversely impact the interest of the Coalition. At its option, the coalition may correct minor irregularities but is under no obligation to do so whatsoever.

All proposals properly submitted and responsive will be accepted by the Coalition for evaluation. The Coalition reserves the right, however, to reject any or all proposals received, or cancel this RFP, or any part dealing with initiative as identified in **Section IV** based on the best interests of the State of Florida. The Coalition reserves the right to make a final selection without further discussion of the responses submitted.

A non-responsive proposal shall include, but not be limited to, those that: i) are irregular or are not in conformance with the requirements and instructions contained herein; ii) have improper or undated signatures; iii) fail to utilize or complete prescribed forms; iv) are conditional proposals; v) are incomplete proposals; v) are not received on or before the closing deadline; vi) propose a set of services which cannot be completed within the contract period / will require additional funding to implement.

**THE RESPONSIVENESS OF A PROPOSAL SHALL BE DETERMINED BASED UPON THE DOCUMENTS SUBMITTED WITH THE PROPOSAL. A NON-RESPONSIVE PROPOSAL WILL NOT BE CONSIDERED.**

The Coalition may waive minor irregularities in the proposals received where such are merely a matter of form and not substance, and the corrections of such ARE NOT PREJUDICIAL to other respondents. Variations which are not minor shall not be waived. The Coalition shall have sole and absolute discretion to determine whether a variation or irregularity is prejudicial to other respondents.

## **SECTION VII: EVALUATION PROCEDURES**

A Selection Committee will be convened by the Coalition Chair to evaluate all timely proposals. Proposals will be evaluated on ability to meet contract responsibilities and guidelines, past performance, program design and cost effectiveness.

**The proposals will be opened on Wednesday, January 7, at 2:00 p.m., but only the name of the respondents shall be made public at that time.** The Coalition's Selection Committee shall review and evaluate the proposals based on the evaluation criteria listed in Appendix A.

The Selection Committee reserves the right to interview any and all respondents and to require a formal presentation. The Selection Committee reserves the right to negotiate further terms and conditions, including price, with respondents.

The Selection Committee will recommend a proposed contract or rejection of all proposals to the Coalition. The final decision regarding a contract is vested with the Coalition, acting in its business and professional judgment and its discretion. The Coalition has the authority to reject the Committee's recommendation, select another proposal, request interviews by the full Coalition or anything the Coalition, in its discretion, determines to be in the Coalition's best interest. The final decision is vested in the Coalition, acting in its discretion.

Proposals shall be uniformly evaluated on the basis of the Evaluation Criteria listed in **Appendix A** entitled, "Rating/Scoring Criteria." The maximum point allowance is specified for each criterion.

### **Acceptance of Proposals:**

All proposals must be received by the date and time, and at the place, previously specified. No proposals will be accepted by facsimile. Proposals not received at either the specified place and/or by the specified date and time will be rejected. The Coalition reserves the right to reject any and all proposals when to do so would be in the best interest of the State of Florida.

### **Protest Procedures:**

Parties wishing to protest the recommendations of the committee should file a written protest within three business days of the committee's action. Such protest should include the basis for the protest and any other pertinent materials that the party wishes to have considered as justification for its protest.

**Letters of protest** should be addressed to:

**Sharon Oakes, Director of Operations  
Early Learning Coalition of Manatee County  
3526 9<sup>th</sup> Street West Suite 200  
Bradenton, Florida 34205**

**SECTION VIII: ATTACHMENTS**

**ATTACHMENT 1**

**STATEMENT OF NO INVOLVEMENT**

I, \_\_\_\_\_, as an authorized  
representative of \_\_\_\_\_,

certify that no member of this organization or any person having interest in this organization has been awarded a contract by the Coalition on a noncompetitive basis to:

1. develop this solicitation;
2. perform a feasibility study concerning the scope of work contained in this solicitation; or
3. develop a program similar to what is contained in this solicitation.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

**ATTACHMENT 2**

**STATEMENT OF INSURANCE COVERAGE**

**ATTACHMENT 3**

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted by (name and title)

\_\_\_\_\_

whose business address is \_\_\_\_\_

\_\_\_\_\_

and its Federal Employer Identification Number (FEIN) is \_\_\_\_\_.

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods and services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
3. I understand the “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control of any natural person who is active in the management of the entity who has been convicted of a public entity crime. The term “affiliate” included those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for

the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

- 6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Initial the applicable statement.]

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally known \_\_\_\_\_

Or produced identification \_\_\_\_\_

Notary Public – State of \_\_\_\_\_

My commission expires \_\_\_\_\_

Printed typed or stamped Commissioned name of notary public) \_\_\_\_\_

**ATTACHMENT 4**

**CERTIFICATION REGARDING LOBBYING  
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,  
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL. "Disclosure Form to Report Lobbying," in accordance with its instructions.
  
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file that required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Organization

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Name of Certifying Official/Signature	Date

\*Note: In these instances, "All" in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

**ATTACHMENT 5**

**DRUG-FREE WORKPLACE REQUIREMENT CERTIFICATION**

Pursuant to the Drug-Free Workplace Act of 1988, and its implementing regulations codified at

29 CRF 98, Subpart F, I \_\_\_\_\_ the undersigned, in representation of

\_\_\_\_\_, attest and certify that the grantee

will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (1);
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the grant, the employee will:
  - a. Abide by the terms of the statement; and
  - b. Notifying the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing ten calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local, health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).
8. Notwithstanding, it is not required to provide the workplace address under the grant. As of today, the specific sites are known and we have decided to provide the specific addresses with the understanding that if any of the identified places change during the performance of the grant, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific grant including street address, city, county, state, and zip code:

Check ( ) if there are workplaces on file that are not identified here.

Check ( ) if an additional page was required for the listing of the workplaces.

I declare, under penalty of perjury under the laws of the United States, and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

\_\_\_\_\_  
Signature (Typed Name and Title)

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_

of \_\_\_\_\_, that I  
(Position title and organization)

who sign this Drug-Free Workplace Certification on behalf of the proposer, do so by the authority given by the Governor of the State of Florida that such signing is within the scope of my powers.

\_\_\_\_\_  
(Organization name)

Executed on: \_\_\_\_\_ 201\_\_\_\_\_

**ATTACHMENT 6**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY  
MATTERS  
PRIMARY COVERED TRANSACTION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of, or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for, or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name and Title of Authorized Representative

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Signature

---

Date

**ATTACHMENT 7**

**NOTICE OF INTENT TO SUBMIT AN APPLICATION**

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**Title of Application**

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**Applicant Name**

---

**Services/Functions Applied For**

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**Applicant Contact Person and Title**

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**Applicant Address**

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**Telephone Fax E-mail**

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**Name of Applicant's Project Director (if known)**

INFORMATION REGARDING ANY ADDENDA TO THE RFP AND COPIES OF WRITTEN COALITION RESPONSES TO QUESTIONS RESULTING IN CLARIFICATIONS OR ADDENDA TO THE RFP, WILL ONLY BE SENT TO THOSE PROSPECTIVE APPLICANTS SUBMITTING A NOTICE OF INTENT TO SUBMIT A PROPOSAL, AND POSTED ON THE COALITION WEBSITE.

**CHECKLIST FOR MEETING THE CRITERIA FOR SUBMISSION**

CRITERIA	CHECKOFF BY OFFEROR	CHECKOFF BY REVIEWER
NOTICE OF INTENT WAS SUBMITTED BY DEADLINE		
PROPOSAL WAS SUBMITTED BY DEADLINE		
ORIGINAL AND FOUR COPIES WERE SUBMITTED BY DEADLINE		
ALL REQUIRED SECTIONS WERE FULLY COMPLETED		
ALL ASSURANCES AND CERTIFICATIONS WERE SIGNED AND SUBMITTED		

**APPENDIX A**

**RATING AND SCORING CRITERIA**

**Scoring:** Each proposal will be reviewed by a selection committee. Each of the proposals will be evaluated with reference to the terms of this Request for Proposals, and the Sample Evaluation Score Sheet below. Total point scores for each proposal shall be calculated by the committee in determining recommended awards.

Proposals shall be uniformly evaluated on the basis of the following Evaluation Categories, not necessarily in the order of importance. The maximum point allowance is indicated:

CATEGORY	POINTS
● Price and cost effectiveness	15
● Application completion and documents attached – administrative requirements	10
● Optimum level of staffing and staff education to provide desired services	15
● Experience, expertise and past experience in the area and with similar engagements	20
● Program design	25
● Responsiveness to special requirements - meeting statutory requirements and AWI’s Learning and Performance Standards	15