

D. Solicitation Timeline -Mentoring and Character Building

EVENT	DATE / DUE DATE
Release of the competitive solicitation and begin the Cone of Silence	July 13, 2023
Bidders' Conference and Application Training (attendance is highly recommended) Registration link - 10 am https://us02web.zoom.us/meeting/register/tZwkdOmgpzliGNNwNhcQYg8iQPjwWmiY52oC Registration link - 6 pm https://us02web.zoom.us/meeting/register/tZlpc-mtrDwpG9x6-u3RpVc7s013yYXi7Qj8	<p style="text-align: center;">July 25, 2023 10 AM to 12:00 PM – Bidders’ Conference & Application Training</p> <p style="text-align: center;">July 25, 2023 6:00 PM to 8:00 PM – Bidders’ Conference & Application Training</p>
Last day to submit written questions	August 4, 2023, 3:00 PM
Final response to all written questions posted	August 8, 2023, 3:00PM
Office Hours for Technical Support Email your appointment request to Procurement@childrenstrustofalachuacounty.us	July 26, 2023 August 10, 2023
Application Submission Deadline	August 17, 2023, 3:00PM
Public Opening of Bids (Public Meeting) https://us02web.zoom.us/meeting/register/tZwucuugqj8pH90GZGicjSOqnz88GI63jK_o	August 17, 2023, 4:00PM
Application Review Period	August 21 – August 25, 2023
Review team – final score deliberation (Public Meeting)	August 28, 2023, TBD
Funding recommendations released; End Cone of Silence (Trust Board Meeting Packet)	September 1, 2023, TBD
The Children's Trust of Alachua County Board Meeting Review Funding Recommendations Location: Children’s Trust Office 802 NW 5th Ave, Gainesville, FL 32627	Wednesday, September 13, 2023, 4:00PM TBD
End cone of silence; Appeal process begins. Appeal review 5-day period if needed	September 14, 2023
Contract negotiations begin	September 18, 2023
Contracts begin	October 1, 2023

SECTION 2: FUNDING OPPORTUNITY

A. Overview of Solicitation

By approval of Resolution 2023-02 on July 10, 2023, The Children's Trust of Alachua County seeks applications for funding to implement and deliver Youth Mentoring Programs to elementary, middle school, or high school age youth living in Alachua County. This program furthers CTAC Goal 3: All children and youth live in a safe community. Mentoring is often one component of a program that involves character building elements, such as life skills, training and coaching. Funds will be provided to support Mentoring Programs for one year, with the possibility of a contract renewal based on the availability of funds approved by the CTAC board, as well as successful implementation of the program. There is a strong focus on utilizing research informed programs, best practices, and standards. These funding opportunities will also allow for some "grassroots" programs to build their capacity. Funded organizations will recruit, train, screen, support, and supervise individual adult mentors, who will be matched with youth.

The CTAC intends to award up to \$500,000 for youth mentoring programs. This procurement will focus on establishing multiple contracts with providers to implement mentoring programs or expand existing youth mentoring programs.

Successful applicants will be required to enter a contract with the CTAC for the services requested in this RFP within two weeks of funding announcement. Organizations submitting a proposal must be prepared to use the CTAC's standard contract form rather than its own contract form. A Model Contract for Services is attached to this RFP. The CTAC intends to award a contract substantially in the form of the attached Model Services Contract to the selected contractors.

B. Term of Services

Successful applicants will be awarded Youth Mentoring Program only contracts with anticipated service dates of October 1, 2023, through September 30, 2024. Contracts will be line-item reimbursement based on a budget approved by the CTAC. The CTAC Board will make a final decision regarding contract renewals.

C. Minimum Requirements to Bid

Organizations can apply for funding based on the following requirements:

- a. Must be currently qualified to conduct business in the State of Florida.
- b. Must have experience working with youth in out-of-school time.
- c. Must offer mentoring services to youth currently enrolled in elementary, middle school, or high school, living in Alachua County.
- d. Must offer one-on-one and group mentoring sessions.
- e. DCF Level 2 background screening and fingerprinting requirements in accordance with § 943.0542, Fla. Stat., § 984.01, Fla. Stat., § 435, Fla. Stat., § 402, Fla. Stat., § 39.001, Fla. Stat., and § 1012.465, Fla. Stat. as applicable.
- f. Must have at least 1 year of experience offering youth mentoring services with elements of character-building activities.

D. Scope of Service

The CTAC seeks to expand access to youth mentoring programs offering elements of character-building activities in one-on-one and group sessions that creates supportive long-term relationships with caring adults, having a positive impact for all youth living in Alachua County. Successful applicants should focus on supporting pressing community needs, that provide services within a best practices framework, that are collaborative and integrated mentoring support programs with outcomes to reduce juvenile delinquency, truancy, drug abuse, victimization, and other high-risk behaviors. Funded youth mentoring programs will be supported by a Mentor Supervisor to provide oversight to the mentors and mentees recruited for the program.

- **One-On-One** mentoring component will need to be consistent and reliable to ensure trusting rapport is built between mentor and mentee, to build social skills, life skills, and positive self-image. Set schedules are to be in place to allow some flexibility so that mentors and mentees can identify dates and times that work well for their schedules. **Note: Recommended practice for one-on-one mentor and mentee contacts consist of an average of once a week and for a total of four hours or more per month over the course of the relationship¹. Applicants for this RFP should strive for twice a month in person, one-on-one meetings.**
- **Group Sessions** will serve as an opportunity to engage youth and adult mentors in character building activities that allow mentors and mentees to get to know and socialize with one another. Group activities should be culturally competent. Through the support of caring adults and peer role models, these activities should allow youth participants to practice skills that build self-esteem, opportunities to be successful, skills to respond to bullying and can include outdoor activities, health and wellness activities.
- **Stipends:** The Contractor must describe how stipends will be provided to mentors. This must include how much and for what types of activities or events or other reasons that stipends will be provided within the justification section of the attached budget forms.
- **Emergency and Crisis Intervention Services:** The Contractor will develop policy and procedures to ensure that all paid unpaid staff will be trained on DCF mandatory reporting to include all contact information, during and after program hours, for Alachua County emergency services.
- **Transportation:** Transportation of the mentees will be restricted to vehicles operated by properly licensed individuals and properly insured vehicles. The Contractor will have on file a copy of the mentor's driver's license and insurance policy covering vehicle and the results of the DMV checks. The Contractor is expected to conduct annual DMV checks.

Collaboration

It is expected that CTAC funded providers will demonstrate effective partnerships with collaborative services that would contribute to positive experiences for youth. CTAC is also devoted to supporting collaborative partnerships by expanding its Youth Development Capacity Building Collaborative (YDCBC) and offering training and workshops to providers and the youth they serve. Contractors are expected to send staff to training opportunities offered by the CTAC.

The CTAC Board is also making final decisions regarding priority areas. Award recipients of this mentoring RFP must allow CTAC funded partners to address different enrichment topics with enrolled youth. Topics could include but are not limited to health, cultural arts, and safety, etc.

Target Population:

Contractors will provide mentoring and character-building services to youth enrolled in elementary, middle, or high school. All youth served must be Alachua County residents. Youth must demonstrate a need for long-term and routine mentoring to improve social, behavioral, academic, or emotional well-being.

Service Locations

The CTAC expects to fund youth mentoring programs throughout Alachua County.

Staffing & Mentors:

- **Background Screening:** All staff and mentors working in CTAC funded programs must comply with Level 2

background screening and fingerprinting requirements in accordance with § 943.0542, Fla. Stat., § 984.01, Fla. Stat., § 435, Fla. Stat., § 402, Fla. Stat., § 39.001, Fla. Stat., and § 1012.465, Fla. Stat. as applicable. The program must maintain staff personnel files which reflect that a screening result was received and reviewed to determine employment eligibility prior to employment. An Affidavit of Good Moral Character must be completed prior to hire for each employee, volunteer, and subcontracted personnel who work in direct contact with children. Program providers will be required to re-screen each employee, volunteer and/or subcontractor every five (5) years.

Note: In the event that a staff member is disqualified, due to an ineligible background screen, they may request an exemption from disqualification by completing an Intent to Apply for Exemption from Disqualification. <https://www.myflfamilies.com/services/background-screening/apply-exemption-disqualification>

- **Mentor recruitment:** Identifying the characteristics of the mentor-mentee should be considered during the matching process to ensure sustained relationships. Programs are to have reliable screening practices to protect mentees. It is important that both mentor and mentee have a clear understanding of the program’s expectations.
- **Best Practices:** Include the length of the relationship between mentor and mentee, the needs of the mentee, the frequency of the interaction, the quality of the relationship between mentor and mentee, and the organization and structure of the program. Continuous ongoing support for mentors is an essential resource of support to help address challenges they may face during the mentoring relationship. It is also important that the needs of the youth recruited for the program match the services that the program can provide.
- **Positions:** All Contractors must identify one program supervisor to administer the program. This individual will serve as the primary contact for CTAC in all matters related to the youth mentoring program. At the minimum, the program supervisor will be responsible for managing and implementing the program as described in the project plan to ensure that the Contractor meets its responsibilities to CTAC under the contract promptly.
- **Ratio:** 1 to 1 for individual mentoring, and 3 mentors for every 10 mentees for groups sessions.

Data Collection:

All funded entities will be required to collect and report on the data specified throughout the school year. The Trust recognizes the importance of data security and technology resources required to operate effectively and provide accurate reporting on outcomes. The Trust is in the process of transitioning to an online integrated data system, SAMIS, which the Contractor will input data. With every new system challenges are expected. The CTAC is devoted to working with Contractors and allowing for due date extensions for entering data, as needed. Weekly entry is a best practice, but monthly data entry is required to receive payment for services. Contractors will report identifiable child information (e.g., name, date of birth) to facilitate receipt of on-going services, monitoring, and evaluation of outcomes overtime. All individuals who collect participant data, specifically that which contains personally identifying information (PII), are required to take measures to protect and secure it consistent with its [Data Collection and Management Policy](#). Contractors are expected to attend all training related to data collection, data system access, and appropriate system usage.

Data and Reporting

Participant Characteristics	
Data Requirement	Data Collection Tool

<p><u>Participant Demographics</u>: Provider is expected to collect and report the following on each child served individually:</p> <ul style="list-style-type: none"> ➤ Residence City (note, must be Alachua County) ➤ Residence ZIP (note, must be Alachua County) ➤ Date of Birth ➤ Grade Level (i.e., K-12) ➤ School Name ➤ Race (i.e., American Indian or Alaskan, Asian, Black or African American, Pacific Islander, White, Multiracial, Other) ➤ Ethnicity (i.e., Hispanic or Non-Hispanic) ➤ Gender ➤ Parent/Caregiver Language Spoken ➤ Reason(s) for Program Enrollment 	<p>Provider will ensure an enrollment form is completed for each child receiving CTAC funds to support collection of demographic information and parent informed consent as specified.</p> <p>Provider will submit data listed for each enrolled child through the data system provided by CTAC.</p>
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Why does the Trust collect participant characteristics?

Collecting demographic information helps us better understand the types of children and youth accessing services.

Service Provision / Participation

Data Requirement	Data Collection Tool
<p><u>Service Provision / Participation</u>: Provider is expected to collect and report the following on each child served individually:</p> <ul style="list-style-type: none"> ➤ Participation in One-on-One Mentoring Activities. ➤ Participation in Group-Based Mentoring Activities ➤ Involvement of Parents and Family ➤ Programmatic oversight and support provided to mentors and families. 	<p>Provider will develop, collect, and maintain forms to support the collection of data to be submitted to CTAC.</p> <p>Provider will submit participation data listed for each individual child through a data collection system provided by CTAC.</p>

Why does the Trust collect participant characteristics?

Collecting participation data allows us to see how much services are received to determine the level of child and family engagement in programming.

Surveys / Assessments

Data Requirement	Data Collection Tool
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<p><u>Survey / Assessment:</u> Provider is expected to conduct surveys and assessments with children, youth, and families who receive services and encourage full participation to learn more about program impact and determine whether performance measures and outcomes are being met.</p> <ul style="list-style-type: none"> ➤ Mentor – Mentee Relationship Quality Assessment (administer surveys with youth and mentors to assess the quality and satisfaction with the mentoring relationship) ➤ Youth Outcome Survey (administer survey at pre and follow-up to determine outcomes) 	<p>Providers may administer the surveys and assessment to children, youth, and families electronically, on paper, or using both methods. Providers are to enter surveys and assessments into CTAC’s data collection system.</p>
<p>Why does the Trust require surveys and assessments? The Trust is seeking survey and assessment data to learn about the benefits, outcomes, as well as, to make improvements in future programming.</p>	

Parent/Caregiver Consent

To inform parents/caregivers of demographic, eligibility, and attend information shared with CTAC. To permit/deny use of photography or media of their child(ren).

E. Evaluation Criteria

Each application will be evaluated against the following set of criteria.

Evaluation Criteria	Review Guidelines	Points Awarded
Program Description	<ol style="list-style-type: none"> 1. Describe an overview of your mentor program focus and priority areas. 2. Describe the program character building curriculum, training, and on-going support for mentors that you intend to use. 3. Describe the program policies and procedures that address unexpected circumstances during mentoring program hours. 4. Describe how your program aligns with CTAC Goal 3: All children and youth live in a safe community. 5. Describe the program evaluation process and detail the desired program outcomes. <p>Note: The Trust has the authority to require specific evaluation tools for funded programs.</p>	0-30

Project Implementation	<ol style="list-style-type: none"> 1. Describe your program design and implementation. 2. Describe how you identify and recruit mentors. 3. Describe the youth population(s) and age range you intend to serve, how many youths your program will serve, and how you will recruit the youth. 4. Describe how CTAC funds will be used to expand your current program or create a new program. 5. Describe your organization's collaborative efforts and how those efforts positively impact your services and improve the lives of the children you serve. 	0-25
Agency Stability & Capability	<ol style="list-style-type: none"> 1. Describe your organization's mission and services. 2. Describe your organizational capacity to carry out the proposed project plan. 3. Describe how your organization will sustain your proposed program beyond the term of the contract. 	0-20
Budget	<ol style="list-style-type: none"> 1. Detail the financial support (from whom and amount) you receive for your proposed program. Including in-kind services your organization leverages. (Detail Tab 2 of the budget) 2. Describe your organization's fundraising activities. 3. Submit complete and accurate budget and budget narrative forms. 4. Attach all CTAC required fiscal documents forms. (1) Copy of current 990 form or current Organizational Annual Audit. 	0-25
		Max points =100

Application Score	Funding Recommendations
80 - 100	Recommended for funding
70-79.9	Recommended for funding, contingent upon available funding
69.9 and below	Not Recommended for funding

Funding Restrictions

The following is a general list of restrictions. If there are items not on the list that you want to inquire about, please submit the scenario and/or question in writing to Procurement@childrenstrustofalachuacounty.us during the question and answer period.

- **Improvements to buildings and/or land**
Are not allowed.
- **Building maintenance and janitorial service**
General building maintenance, including pest control, is not allowed for non-program areas.
- **Lawn maintenance**
Not allowed.
- **Rent or mortgage payments**
Rent and mortgage payments are authorized only if the location is where direct services are provided to

program participants. Only the percentage of CTAC funds will be authorized for reimbursement.

- **Utilities**

Authorized only if used by program participants. If the building houses non-program participants (such as staff) the amount/percentage of utilities used for the program participants must be calculated and only that amount/percentage will be authorized for reimbursement.

- **Vehicles**

The purchase of vehicles is not allowed.

- **Vehicle Fuel**

Fuel is allowed only for program related transportation for group events and activities only.

- **Vehicle Rental**

Rental of a vehicle is allowed for transporting program participant(s) to a program-related event(s). Insurance and accessory coverage on rental vehicles are not billable.

- **General Transportation**

Vehicle-related expenses are not allowed for the transportation of non-program participants.

- **Fundraising**

Expenses for fundraising are not allowed.

- **Membership Fees or Dues**

Membership fees or dues are not allowed.

- **Staff/Volunteer Gifts/Awards/Recognition**

Gifts, awards or other expenses related to employee or volunteer celebration, recruitment, recognition events or activities are not allowed.

- **Communications**

General office internet for employees is not an allowable expenditure; however, if the internet access is required for the program, then this would be allowed. Office phones and cell phones are allowed if they are used for the purpose of the program. Only the percentage of CTAC funds will be authorized for reimbursement.

- **Office Equipment/Furniture**

Maintenance, purchase or rental of office equipment is not allowed.

- **Salaries/Benefits**

Salaries/benefits for staff not assigned to directly deliver program services are only allowed in your indirect cost, which is 10% of your program budget.

F. Review and Selection Process

The following is a general description of the process by which a contractor will be selected for award of a contract to perform the services described in this RFP:

1. Request for Proposals (RFP) is released to prospective contractors.
2. To help ensure that all prospective contractors are treated consistently during the selection process, all questions regarding this RFP, as well as CTAC's responses to the questions will be posted on CTAC's website. A deadline for the receipt of written questions has been established. (See the cover sheet of this RFP for deadline date.) Persons or entities who intend to respond to such RFP by submission of a competitive proposal may wish to pose questions, objections, or requests for information, request clarification or for an interpretation regarding terms, provisions, or requirements of the RFP. In this event, prospective contractors shall not attempt to communicate in writing, electronically or orally with any CTAC official or employee other than the CTAC employee designated as the Project Manager. The Project Manager may be reached at their email address on the RFP cover page. Prospective contractor shall not contact any other CTAC officials in an attempt to gather information regarding this RFP, or in an attempt to influence the CTAC's consideration of its proposal. All inappropriate communications with CTAC officials or employees will be forwarded to the CTAC Project Manager as well as the proposal evaluation team. Inappropriate communications by a prospective contractor may, at the discretion of the Project Manager, constitute grounds for disqualification of that

prospective contractor's proposal. Alternatively, the evaluation team may, at its discretion, consider such inappropriate communications when evaluating and scoring proposals.

3. All proposals must be received by CTAC no later than the date and time specified on the cover sheet of this RFP. Late proposals will not be accepted and will not be reviewed.
4. The CTAC's Program Department will take the following actions to determine the merits of the proposals and ensure the Contractor meets the mandatory qualifications to bid:
 - a. Review the proposals to determine whether they are responsive to the RFP and that they were submitted by responsible companies. Definitions for the terms "responsible" and "responsive" are provided below:
 - b. **Responsible** contractors are those contractors that meet CTAC's standards with respect to a reasonable expectation that the contractor has the management, technical, financial, equipment and human resources available to ensure adequate performance of the work described in the solicitation. To be considered responsible, contractors shall also be free of past instances of the material breach of a CTAC contract, free of a conviction (or convictions) for bribery, fraud, conflict of interest, violation of environmental laws, or for convictions for other crimes reflecting poorly on the contractor's integrity, for the last five years. Contractors that fail to meet the minimum qualifications stated in the solicitation or that have, in the past three years, been debarred or suspended or had a contract terminated for default by any government agency are also determined to be not responsible.
 - c. **Responsive** proposals are those proposals that satisfactorily address all requirements specified in the RFP. Because proposals, unlike bids, are subject to negotiation, certain omissions or variances may be resolved through negotiations to make the proposal responsive. An example of an omission or variance that can be resolved is a proposed period of performance that does not result in completion of the work within the required timeframe. If negotiation with the contractor results in an adjustment to the period of performance matching the required timeframe, the proposal then may be deemed to be responsive.
 - d. Should it be determined that changes are required to the solicitation provisions or any other changes need to be made that might affect the proposed prices of other features of the proposals, all responsible companies, or all the responsible companies in the competitive range, may be requested to submit a best and final offer (BAFO). In this event, the CTAC shall evaluate the BAFOs in lieu of the original proposals.
5. **Review.** Proposals are independently reviewed and scored by a team of reviewers that may include Trust staff, experts in the field, and trained volunteers. Using the evaluation criteria, reviewers assess the soundness and completeness of each proposal as well as the vendor's capacity to effectively deliver what is proposed.
6. **Staff recommendations.** Taking into consideration the above review process results, the Executive Director of the CTAC develops a recommendation. When considering Direct Community Services, consideration is also given to factors such as alignment with the CTAC's priority investment areas, effective and economical distribution of funding across Alachua County and/or in underserved geographic areas/populations in Alachua County (if applicable), minimizing duplication of efforts, and reasonable program cost for the services and outcomes proposed. Based on consideration of all of the above factors, a recommendation is made to the CTAC Board.
7. **Board review and award.** Executive Director recommendations are reviewed and considered by the CTAC Board at a publicly noticed meeting. Applicants are encouraged to attend these meetings. CTAC Board approval of the recommendations will allow the contract negotiation process to begin, in an amount not to exceed the CTAC Board's approved award. Negotiation may include reframing the proposed services, and adjusting the total allocation, budget or any other changes necessary to comply with the requirements of the solicitation and resulting contract. Any future amendments, extensions or modifications to the contract that would exceed the CTAC Board's approved award amount or the approved contracting period require further Board approval.
8. **Protests:** Any actual or prospective bidder or proposer, who is allegedly aggrieved in connection with the issuance of a bid or proposal package or pending award of a contract, may protest the decision by following the procedure below.

- a. **Posting.** The Trust shall publicly post the award on the Trust's website within three full business days after the Board's award decision has been made. All bidders or proposers will be sent an email with the notice of award to the email address provided in the bid or proposal.
 - b. **Requirements to Protest.**
 - i. A formal written protest must be filed no later than 5:00 PM, on the fifth business day, after the notice of award has been posted. The formal written protest shall identify the protesting party and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, applicable section(s) of the solicitation or Board policy, or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.
 - ii. A formal written protest is considered filed when the Executive Director receives it and it is date-stamped by the CTAC. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the actual or prospective applicant.
 - c. **Sole Remedy.** These procedures shall be the sole remedy for challenging an award of bid or proposal. Proposers are prohibited from attempts to influence, persuade, or promote a protest through any other channels or means.
 - d. **Authority to Resolve.** The Executive Director shall resolve the protest in accordance with the terms of the bid or proposal and shall render a written decision to the protesting party no later than 5:00 PM on the fifth business day after the filing of the protest.
 - e. **Review of Executive Director's Decision.**
 - i. The protesting party may request a review of the Executive Director's decision by the CTAC Board by delivering a written request for review of the decision to the Executive Director by 5:00 PM on the fifth business day after the date of the written decision. The written notice shall include any written or physical materials, objects, statements, and arguments, which the applicant deems relevant to the issues raised in the request for review.
 - ii. The CTAC Board will consider the request for review at the next regularly scheduled CTAC Board meeting after the request is received. It is within the CTAC Board's discretion whether to allow testimony or argument from the protesting party at the CTAC Board meeting. If it is determined by majority vote of CTAC Board members present at the meeting that the award is in violation of law or the regulations and internal procedures of the Trust or any another applicable authority, the Board shall cancel or revise the award as deemed appropriate within three business days after the Board meeting.
 - iii. If it is determined by majority vote of CTAC Board members present at the meeting that the award should be upheld, the CTAC Board shall direct staff to notify the protesting party in writing of the Board decision with a copy furnished to all substantially affected persons or businesses within three business days of the CTAC Board meeting. The decision shall be final and conclusive.
 - f. **Stay of Procurement during Protests.** The decision to stay a procurement during protests shall be at the sole discretion of the Executive Director.
9. The CTAC reserves the right to:
- Reject any or all submittals
 - Request clarification of any submitted information
 - Waive any informalities or irregularities in any response
 - Not enter into any contract
 - Not select any firm
 - Cancel this process at any time

- Amend this process at any time
- Interview firms prior to award
- Enter into negotiations with one or more firms, or request a best and final offer (BAFO)
- Award more than one contract if it is in the best interests of the CTAC.
- Issue similar solicitations in the future.
- Request additional information from prospective contractors.

SECTION 3: SUBMISSION INSTRUCTIONS

A. Submission Checklist

The response to this RFP shall consist of:

- Form 1 - Prospective Contractor Certification
- Form 2 – Budget and Narrative
- Form 3 – Organizational Information and Organizational Narrative
- Addenda – if applicable
- Attachment 1 – Current 990 form or Organization Annual Audit
- Attachment 2 – Proof of active Legal Status from Sunbiz.org
(<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>)

All completed applications (including forms and attachments) shall be submitted via email

Procurement@childrenstrustofalachuacounty.us by deadline. Please clearly label all application materials with the organization’s name and form name.

- Subject Line: [Organization Name] – Youth Mentoring Program Application
- Attachments must be included in a single email to be considered completed

Please clearly label all application materials with form name and organization. For example, “Form 1 – Organization Name”, “Form 2 - Organization Name”.

Proposal Preparation and Submittal Instructions for Prospective Contractors

1. EXCEPTIONS: The CTAC intends to award a contract substantially in the form of and including the provisions of the attached MODEL CONTRACT FOR SERVICES. Contractors that take exception to the terms and conditions do so at the risk that their proposal may be declared to be non- responsive and not considered for contract award. By signing the PROSPECTIVE CONTRACTOR CERTIFICATION included in this RFP, the representative of the prospective contractor certifies that no exceptions are taken to the form of the Model Contract for Services or to the provisions therein, unless such exceptions are fully disclosed in a document attached to the PROSPECTIVE CONTRACTOR CERTIFICATION.
2. ORAL EXPLANATIONS: The CTAC shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.
3. REFERENCE TO OTHER DATA: Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.
4. ELABORATE PROPOSALS: Elaborate proposals in the form of brochures or other presentations beyond those necessary to present a complete and effective proposal are not desired. Proposals that do not conform to the page limitations or format prescribed in this RFP may be rejected by the CTAC as non-responsive. It is desirable that all responses meet the following requirements:
 - *All copies are printed double-sided.*
 - *Unless absolutely necessary, all proposals and copies should minimize or eliminate use of non-recyclable or non-reusable materials such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Three-ringed binders, glued materials, paper clips, and staples are preferred.*
 - *Materials should be submitted in a format which allows for easy removal and recycling of paper materials.*
5. COST FOR PROPOSAL PREPARATION: Any costs incurred by prospective contractors in preparing or

submitting proposals as well as costs associated with any resultant presentations or negotiations are the prospective contractors' sole responsibility; the CTAC will not reimburse any prospective contractor for any costs incurred prior to contract award.

6. **TIME FOR ACCEPTANCE:** Each proposal shall state that it is a firm offer which may be accepted within a period of 90 days. Although the contract is expected to be awarded prior to that time, the longer validity period is requested to allow for unforeseen delays.
7. **RIGHT TO SUBMITTED MATERIAL:** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the prospective contractors shall become the property of CTAC when received.
8. **PROSPECTIVE CONTRACTOR'S REPRESENTATIVE:** Each prospective contractor shall submit with its proposal the name, mailing address, email address and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
9. **SUBCONTRACTING:** Prospective contractors may propose to subcontract portions, but not all, of the work performed. However, prospective contractors shall clearly indicate in their proposals all the work they plan to subcontract and to whom it will be subcontracted. Prospective contractors shall also provide identifying information for each proposed subcontractor similar to the identifying information provided for the contractor submitting the proposal.
10. **TRADE SECRET INFORMATION:** Trade secrets or similar proprietary data which the prospective contractor does not wish disclosed to other than personnel involved in the proposal evaluation effort or post-award contract administration will be kept confidential to the extent permitted by law as follows: Each page shall be identified by the prospective contractor in boldface text at the top and bottom as "TRADE SECRET". Any section of the proposal which is to remain confidential shall also be so marked in boldface text on the title page of that section. Price information may not be deemed proprietary. In spite of what is labeled as confidential, proprietary or trade secret, the determination as to whether or not certain material is confidential, proprietary or a trade secret shall be determined by law. If a prospective contractor designates any information in its proposal as proprietary pursuant to this provision, the prospective contractor must also submit one copy of the proposal from which proprietary information has been excised. The proprietary material shall be exercised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the content of the proposal as possible.
11. **ACCOMMODATIONS:** Reasonable accommodation will be provided by the CTAC for prospective contractor personnel who need assistance due to a physical disability. However, the CTAC must have reasonable advance written notice prior to the bidders' conference (if any) or any other visit to the CTAC's facilities. The prospective contractor shall request accommodations at time of registration.