

### C. Solicitation Timeline – Youth Health RFP

EVENT	DATE / DUE DATE
Release of the competitive solicitation and begin the Cone of Silence	April 11, 2024
Bidders' Conference and Application Training (attendance is highly recommended)  Virtual: Insert registration link 9am: <a href="https://us02web.zoom.us/meeting/register/tZwkf-Ctrj8tHtxcZMHhZJFn2kq9jc6sdT7d">https://us02web.zoom.us/meeting/register/tZwkf-Ctrj8tHtxcZMHhZJFn2kq9jc6sdT7d</a>  10am: <a href="https://us02web.zoom.us/meeting/register/tZ0tdOmrrzMuHtLe-d_Du5CCccEhPHC_5r3V">https://us02web.zoom.us/meeting/register/tZ0tdOmrrzMuHtLe-d_Du5CCccEhPHC_5r3V</a>	April 22, 2024 9 AM to 11:00 PM – Bidders’ Conference & Application Training April 22, 2024 6:00 PM to 8:00 PM – Bidders’ Conference & Application Training
Last day to submit written questions	May 9, 2024, 3:00 PM
Final response to all written questions posted	May 13, 2024, 3:00PM
Office hours for technical support	May 2, 2024 May 22, 2024
<b>Application submission deadline</b>	<b>May 30, 2024, 3:00 PM</b>
Public Opening of bids (Public Meeting) Virtual: Insert registration link	May 30, 2024, 4:00 PM
Application review period Required interviews (Location to be determined) Review team – final score deliberation (Public Meeting) Virtual: Insert registration link	May 30– June 13, 2024 June 13 – June 27, 2024 July 8 - 12, 2024
Funding recommendations released – (Trust Board Meeting Packet)	August 5, 2024, TBD
The Children’s Trust of Alachua County Board Meeting Review funding recommendations Location: To be determined	August 12, 2024, 4:00PM
End cone of silence; Appeal process begins	August 12, 2024
Contract negotiations begin	August 15, 2024
Contracts begin	October1, 2024

## SECTION 2: FUNDING OPPORTUNITY

### A. Overview of Solicitation

By approval of Resolution 2024-02 on April 8, 2024. The CTAC seeks qualified providers to offer services that increase access to comprehensive healthcare for children and youth in Alachua County. CTAC intends to make multiple awards. The total allocation is \$600,000.

Successful applicants will be required to enter a contract with the CTAC for the services requested in this RFP within two weeks of the funding announcement. Organizations submitting a proposal must be prepared to use 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 contracts with anticipated service dates of October 1, 2024, through September 30, 2025. Contracts will be line-item reimbursement based on a budget approved by the CTAC. Successful applications are eligible for renewal for the following terms listed below:

- October 1, 2025 – September 30, 2026
- October 1, 2026 - September 30, 2027

### **C. Minimum Requirements to Bid**

Applicants can apply for funding based on the following requirements:

- a. All proposed services must take place within Alachua County.
- b. Applicant must be currently qualified to conduct business in the State of Florida.
- c. Applicant must not be a charter school approved by any public-school system in the State of Florida.
- d. Applicant must, previously or currently, have a structure in place for the services proposed.

### **D. Scope of Service**

The CTAC Seeks to expand access to quality healthcare services for children and youth of families who are residents of Alachua County. The CTAC will receive proposals from organizations that have experience providing direct healthcare services to children and youth, addressing preventative dental care and education. CTAC also seeks proposals from organizations that have the ability to address the healthcare needs of children and youth in rural communities in Alachua County, via a mobile health clinic and/or youth healthcare providers located in rural communities with the capacity to expand services to uninsured families and/or families who cannot afford and face barriers in accessing healthcare services. Lastly, the CTAC seeks proposals from organizations addressing access to wellness, care coordination and navigation of healthcare for children and youth. See specific requirements for each healthcare initiative below.

**Preventative Dental Care and Education:** Oral healthcare continues to be one of the greatest unmet needs for children and youth in Alachua County. The 23-24 Dental Screening for Alachua County's 3<sup>rd</sup> grade students indicates there is a high prevalence of children with urgent dental needs and many children with untreated cavities. To address local dental concerns for Alachua County's youth, applicants should propose preventative pediatric dental care for youth and children, ages 0-18. Applicants should incorporate ways to educate patients and their families about healthy dental practices. Services should be offered throughout the county and in community based settings, including rural communities. Services should be offered during traditional and non-traditional times to eliminate barriers to access. Applicants shall incorporate the Community Health Worker (CHW) model. CHW's should be used to provide education and awareness of healthy dental habits, care coordination, and connecting families to resources and insurance needs.

**Increased Healthcare Access for Rural Communities:** Mobile Health Clinic services have been found to increase healthcare accessibility and improve overall health outcomes. Mobile healthcare services serve as a supplement to the healthcare safety net by effectively targeting known gaps in the community. The CTAC seeks proposals from

organizations with mobile healthcare clinics. Applicants will deliver healthcare to youth and children ages 0-18, where they live, play, and go to school, breaking barriers such as transportation, provider shortages, and costs. By funding this initiative, it is the Trust's goal to ensure families residing in rural communities have equal access to immunization, healthcare examinations and treatment, and other primary care services, including testing and treatment of sexual transmitted diseases, screening for risky behaviors, and contraception.

The CTAC will also accept proposals from healthcare providers currently located in rural communities, to offer services to uninsured children and youth and/or families who cannot afford and face barriers in accessing healthcare services. Applicants must be a current Medicaid provider or in the process of submitting an application to become a Medicaid provider. Successful applicants will have eight weeks after Board approval to complete Medicaid provider application. Applicants must also incorporate the CHW model and provide health education, care coordination, and connection to resources, including medical insurance. The intended goal is to refer and connect families to the most appropriate insurance plan and to help families establish relationships with primary care providers, increasing access to preventative routine care for uninsured children and youth. **Note: to be eligible for this component, provider must utilize the Medicaid rate for all children served.**

**Wellness and Healthcare Navigation:** Research has shown effective wellness programs can lead to a reduction of absenteeism, and healthcare costs. Wellness Navigators serve as a bridge between family and provider, building a rapport with student and parent and guiding them through the healthcare system to eliminate barriers that may otherwise prevent access to care. Funding for wellness navigators is to support existing community based health and wellness programs that are located in settings where there is a captive audience of children and youth. Proposals should detail current operations and location, target population, and navigation services offered. Applicants should be prepared to articulate model effectiveness and success. **Note: Funding is limited to wellness programs that are in operation and serving children and youth at the time of RFP release.**

All CTAC funded CHWs positions shall plan to participate in local cross training and local resource meetings. Funded proposals should expect to collaborate with CTAC Funded providers and serve on local committees and/or taskforce to assist with strengthening Alachua County's healthcare system for children and youth.

Funding from the CTAC cannot be used to supplement currently funded initiatives. Funds must be used to increase the number of individuals reached and/or the number of services provided. If renewed, current CTAC funded providers must show an increase in services numbers if requesting an increase in funding, beyond a 4% cost of living adjustment (COLA).

### **Collaboration**

It is expected that successful applicants 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 free trainings. Applicants are strongly encouraged to take advantage of CTAC training opportunities. Please see training calendar at:

<https://www.childrenstrustofalachuacounty.us/programs/page/training-opportunities>.

### **Target Population:**

The target population for the Youth Health RFP is children and youth, ages 0-18, who reside in Alachua County. Applicants will be responsible for marketing and promotion of funded programming to ensure families are aware of the services offered.

## Service Locations

The CTAC will only fund programming that is within Alachua County.

**Preventative Dental Care and Education:** Dental care services should be located within Alachua County, including rural communities where gaps of services are identified. Services can be provided at schools, churches, community centers, childcare centers, etc.

**Increased Healthcare Access for Rural Communities:** Mobile health clinics and healthcare providers should be located in Alachua County's rural communities listed below.

- Alachua
- Archer\*
- Hawthorne\*
- High Springs
- La Crosse
- Micanopy
- Newberry
- Waldo\*

Providers servicing the rural communities marked with an asterisk will receive bonus points during the application review process.

**Wellness and Healthcare Navigation:** Navigation program location services should be located within Alachua County, serving children and youth in a setting where there is a captive audience of children and youth. Note:

### Staffing:

Applicants must include staffing needs for the proposed program. A description of each position and any required training, licenses, and/or degrees shall be provided. Applicants must demonstrate solid staff experience with similar services, including certifications and/or years of service.

Applicants must identify one program director to administer the program. This individual will serve as the primary contact for CTAC in all matters related to the program and contract. At the minimum, the program director will be responsible for managing and implementing the program as described to ensure contract responsibilities are met.

- **Background Screening:** All staff 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>
- **Infant and Child CPR/First Aid:** Applicants must always have at least one staff member on-site with a current and valid certification in first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures. CPR training may be classroom or online instruction and must include an on-site instructor-based

skills assessment that is documented by a certified CPR instructor. Documentation of the online course and on-site assessment must be maintained on file at the facility.

**Data Collection:**

All funded entities will be required to collect and report on the data specified during the contact term. The Trust recognizes the importance of data security and technology resources required to operate effectively and provide accurate reporting on outcomes. The Trust utilizes an online integrated data system, SAMIS, which the Contractor will input data on a monthly basis. The CTAC is devoted to working collaboratively with Contractors to ensure a shared understanding of data collection goals and processes. Monthly data entry is required to receive payment for services, though dedicating time weekly to review and enter data is a best practice. Contractors will report data on service provision, recipient demographics, survey, and quality metrics for monitoring and evaluation of outcomes overtime. Staff who collect participant data, specifically that which contains personally identifying information (PII), are required to take measures to protect and secure it consistent with the Trust’s [Data Collection and Management Policy as well as their own organizational policy](#). Contractors are expected to attend all trainings related to data collection, data system access, and appropriate system usage.

**Data and Reporting**

<b>Participant Characteristics</b>	
<b>Data Requirement</b>	<b>Data Collection Method</b>
<p><u>Participant Demographics</u>: Provider is expected to collect and provide aggregate reporting on demographic characteristics of children and youth served:</p> <ul style="list-style-type: none"> <li>▪ Residence City (must be Alachua County)</li> <li>▪ Residence ZIP (must be Alachua County)</li> <li>▪ Age</li> <li>▪ Race (i.e., American Indian or Alaskan, Asian, Black or African American, Pacific Islander, White, Multiracial, Other)</li> <li>▪ Ethnicity (i.e., Hispanic or Non-Hispanic)</li> <li>▪ Gender</li> <li>▪ Payor Source (i.e., health insurance / payment method)</li> </ul>	<p>Provider will submit Monthly and End of Year Reporting through the template provided by the Trust.</p>
<p><b>Why does the Trust collect participant characteristics?</b> Collecting demographic information helps us better understand the types of children and youth accessing services and whether we are reaching the intended population.</p>	
<b>Service Provision / Participation</b>	
<b>Data Requirement</b>	<b>Data Collection Tool</b>
<p><u>Service Provision / Participation</u>: Provider is expected to collect and provide reporting on services provided to children and youth:</p>	<p>Provider will submit Monthly and End of Year Reporting through the template provided by the Trust.</p>

<ul style="list-style-type: none"> <li>▪ Type of Service (e.g., dental, physical, health screening, vaccine, navigation services, etc.)</li> <li>▪ Number of Services</li> <li>▪ Date of Service</li> <li>▪ Location of Service</li> <li>▪ Service Referrals (if applicable)</li> </ul>	
<p><b>Why does the Trust collect data on service provision and participation?</b> Collecting participation data allows us to see how much services are received to determine the level of engagement in programming.</p>	
<p><b>Surveys / Assessments</b></p>	
<p>Data Requirement</p>	<p>Data Collection Tool</p>
<p><u>Survey / Assessment</u>: Provider is expected to conduct surveys with patients and/or their parents/guardians 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"> <li>▪ <b>Follow-up Satisfaction Survey</b></li> </ul>	<p>Provider and CTAC evaluator will collaboratively develop an agreed upon tool to conduct with patients and/or parents/guardians to determine satisfaction with quality of services, increased health awareness, practices, and service follow-up.</p> <p>The survey tool will be a contract deliverable due within the first month.</p> <p>The survey will be routinely administered to service recipients. Survey data will be submitted or made available to the Trust.</p>
<p><b>Why does the Trust require surveys?</b> The Trust is seeking survey data to learn about the quality, benefits, outcomes, as well as, to make improvements in future programming.</p>	

### Performance Measures

Performance measures are an integral component of the agreement between the Trust and the Provider agency. Funding is made available to deliver the scope of service to achieve specific results. Performance measures establish shared goals and operational definitions for measuring whether anticipated results are achieved. CTAC uses Results Based Accountability, which is a framework for defining measures focusing on: Quantity (How Much?), Quality (How Well?), and Short-term or Direct Impact (Is anyone Better Off?)

<p><b>How Much?</b></p>
<p>Number of children receiving services (by type).</p>
<p>Number of services provided (by type).</p>

Number of locations served.
<b>How Well?</b>
Satisfaction with the services received.
Services are received in underserved Alachua County areas (and populations) that demonstrate need.
<b>Better Off?</b>
Children in need of a payor source are connected with a payor source.
Children in need of a health provider are connected with a provider.
Children are receiving routine and preventative care.
Improved health awareness and good health habits.

**Note:** Performance measures will be based on the scope of service provided by the Contractor. Finalized performance measures, targets, and operational definitions will be determined during contract negotiations.

**Goal:** Children & Youth Are Healthy.

**Funding Strategy:** Ensure children receive health services.

**Outcomes Sought:**

- ↑ children and youth with a payor source for healthcare.
- ↑ children and youth with a primary care provider/medical home.
- ↑ children and youth receive routine and preventative care.
- ↑ health awareness and good health habits.

**Parent/Caregiver Consent:**

To inform parents/caregivers of some demographic and health insurance, eligibility for purposes of billing.

**E. Evaluation Criteria**

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

<b>Evaluation Criteria</b>	<b>Review Guidelines</b>	<b>Points Awarded</b>
Past Experience	<ol style="list-style-type: none"> <li>1. Describe your current experience providing general healthcare services or wellness and healthcare navigation services to children and youth.</li> <li>2. Describe your experience providing general healthcare services to at-risk populations, such as low-income families. Include the number of children you have served in the past year.</li> </ol>	0-25

<p>Project Plan</p>	<ol style="list-style-type: none"> <li>1. Identify the youth healthcare initiative that you are applying for: <ul style="list-style-type: none"> <li>• <b>Preventative Dental Care and Education</b></li> <li>• <b>Increased Healthcare Access for Rural Communities</b></li> <li>• <b>Wellness and Healthcare Navigation</b></li> </ul> </li> </ol> <p><b>Preventative Dental Care and Education</b></p> <ol style="list-style-type: none"> <li>2. Describe your proposed project and how services will be implemented. Be sure to include project name, location/community where services will be provided, and the healthcare needs for the location you are servicing.</li> <li>3. Describe the target population(s) you intend to reach. If awarded, include the number of children you intend to serve during the contract term, October 1, 2024 – September 30, 2025.</li> <li>4. Describe how you will incorporate the Community Health Worker model into your proposed programming.</li> <li>5. Describe your community engagement plan. Your plan should include detailed opportunities to engage the community and families you intend to serve.</li> <li>6. Describe your collaborative efforts and how those efforts positively impact your services and improve the lives of the children you serve.</li> </ol> <p><b>Increased Healthcare Access for Rural Communities</b></p> <ol style="list-style-type: none"> <li>7. Describe your proposed project and how services will be implemented. Be sure to include project name, location/community where services will be provided, and the healthcare needs for the location you are servicing.</li> <li>8. Describe the target population(s) you intend to reach. If awarded, include the number of children you intend to serve during the contract term, October 1, 2024 – September 30, 2025.</li> <li>9. Describe how you will incorporate the Community Health Worker model into your proposed programming.</li> <li>10. Describe your community engagement plan. Your plan should include detailed opportunities to engage the community and families you intend to serve.</li> <li>11. Describe your collaborative efforts and how those efforts positively impact your services and improve the lives of the children you serve.</li> <li>12. Attach Medicaid application status or Medicaid provider approval notification and Medicaid number.</li> <li>13. Submit Florida Medical License.</li> </ol>	<p>0-25</p>
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	<p>14. Submit sliding scale payment fee for non-insured services.</p> <p><b>Wellness and Healthcare Navigation</b></p> <p>15. Describe your proposed project and how services will be implemented. Be sure to include project name, location/community where services will be provided, and the healthcare needs for the location you are servicing.</p> <p>16. Describe the target population(s) you intend to reach. If awarded, include the number of children you intend to serve during the contract term, October 1, 2024 – September 30, 2025.</p> <p>17. Describe how you will incorporate the Community Health Worker model into your proposed programming.</p> <p>18. Describe your community engagement plan. Your plan should include detailed opportunities to engage the community and families you intend to serve.</p> <p>19. Describe your collaborative efforts and how those efforts positively impact your services and improve the lives of the children you serve.</p>	
Agency Capacity	1. Describe your staffing plan for the project along with staff qualifications.	0-25
Budget	<p>1. Detail the financial support, non-CTAC funds (from whom and amount) you receive for your proposed program. Including in-kind services your organization leverages. <b>Note: Ensure this information is included in the completed budget.</b></p> <p>2. Describe how CTAC funds will be used to expand your current program. This must include an increase in the number of services and individuals. <b>Note: Funding from the CTAC cannot be used to supplement currently funded or unfunded initiatives. Funds must be used to increase the number of individuals reached and/or the number of services provided. Current CTAC funded providers must show an increase in services numbers if requesting an increase in funding, beyond a 4% COLA.</b></p> <p>3. Complete budget and budget narrative in SAMIS</p> <p>4. Attach all CTAC required fiscal documents forms.</p> <ul style="list-style-type: none"> <li>• Copy of current 990 form</li> <li>• Organizational Annual Audit</li> </ul> <p>5. All Medicaid providers will need to submit their most recent Program Integrity Audit.</p>	0-25
		<b>Max points =100</b>

<b>Application Score</b>	<b>Phase One</b>
80 - 100	The top 3 applicants from each healthcare initiative will move to Phase two
70-79.9	
69.9 and below	
Bonus Points	<p><b>Ten bonus</b> points will be applied for each of the following rural communities</p> <ul style="list-style-type: none"> <li>• Archer</li> <li>• Hawthorne</li> <li>• Waldo</li> </ul> <p><b>Five bonus</b> points will be applied to proposals that include community collaboration</p>
<b>Interviews</b>	<b>Phase Two</b>
Provider Presentation 0-10	Up to ten points may be awarded
Funding recommendations	Funding will be awarded to the highest scoring providers. Award amount is contingent upon available funding and final contract negotiation

### **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](mailto: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**  
Rent 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. A calculation of the percentage must be provided.
- **Mortgage Payments/ Depreciation**  
Principle, interest, and/or depreciation payments are not allowed.
- **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.
- **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/Bonuses**  
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. A calculation of the percentage must be provided.
- **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 contractors should not contact any other CTAC official 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. The 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

Refer to SAMIS checklist for a completed list required attachments

- Attachment 1 – Current 990 form or Organization Annual Audit
- Attachment 2 - Florida Medical License
- Attachment 3 – Electronic Logo in JPG format (used to promote program)
- Attachment 4 – Proof of active Legal Status from Sunbiz.org (<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>)
- Attachment 5 – Medicaid application status or Medicaid provider approval notification and Medicaid number
- Attachment 6 – Two reference letters from local partners. Letters should include details of partnership and need for proposed services
- Attachment 7 – Most recent Medicaid Program Integrity Audit

Completed application shall be submitted via the CTAC SAMIS System by the application deadline. Printed copies of the application will not be accepted.

### 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.

