

**STATE OF FLORIDA
DEPARTMENT OF CHILDREN AND FAMILIES**



REQUEST FOR PROPOSAL

**NEFSH ENVIRONMENTAL SERVICES (EVS)
DCF RFP 2526 061**

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SECTION 1. INTRODUCTION

1.1 Purpose of the Procurement

In accordance with Chapter §287, Florida Statutes (F.S.), the State of Florida, Department of Children and Families (Department), Northeast Florida State Hospital (NEFSH) issues this Solicitation to select a Respondent(s) to provide for all functions related to the provision of Environmental Housekeeping Services (EVS) including staff, equipment, and cleaning supplies.

The selected Respondent shall provide commodities and contractual services that meet the requirements of the Department's Standard Contract and Exhibits. Any Respondent interested in participating must comply with the terms of this solicitation. By responding to this solicitation, Respondents agree to all terms, conditions, and requirements herein.

The terms "Contract", "agreement", and "purchase order" may be interchangeably used throughout this document, all related attachments, exhibits, and referenced documents. These terms collectively refer to the services, terms, and conditions to provide the goods, services, and/or solution that meet the requirements of the Contract, between the Department and the selected Respondent.

1.2 Timeline

The table below contains the official Timeline for this Solicitation (all times are Eastern Time). Dates and times notated with "Anticipated", are subject to change. It is the responsibility of the Respondent to check for any changes on the Department of Management Services' (DMS) Vendor Information Portal (VIP).

Activity	Date	Time	Address
Solicitation Advertised:	4/17/2026	N/A	https://vendor.myfloridamarketplace.com/
Mandatory in-person on-site Pre-solicitation Meeting	5/19/2026	10:00 AM	Northeast Florida State Hospital – Building 1, 7487 S State Road 121, Macclenny FL 32063
Written Questions Deadline:	6/02/2026	2:00 PM	See Section 1.4
Anticipated Department's Answers to Questions:	6/30/2026	N/A	https://vendor.myfloridamarketplace.com/
Response Deadline:	7/14/2026	2:00 PM	See Section 1.4
Public Response Opening:	7/15/2026	2:00 PM	Computer, tablet, or smartphone: https://meet.goto.com/654295517 You can also dial in using your phone. Access Code: 654-295-517 United States: +1 (872) 240-3212
Anticipated Posting of Award:	10/05/2026	N/A	https://vendor.myfloridamarketplace.com/

1.3 Term

The anticipated start date of the resulting Contract is **December 01, 2026**. The anticipated duration of the Contract is three years after the start of services. Renewal, if any, shall comply with §287.057(14), F.S.

1.4 Procurement Officer and Communication

The sole contact point for communication (which will only be accepted in writing) regarding this solicitation is:

Joseph Ruis
Procurement Officer

joseph.ruis@myflfamilies.com, and CC: hqw.procurement.team.activities@myflfamilies.com

In accordance with §287.057(25) F.S., “Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state approved holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a Response.”

Any information received through an oral communication shall not be binding on the Department and shall not be relied upon by a Respondent. **All emails to the Procurement Officer shall contain the solicitation number and title in the subject line and be sent to both email addresses listed above.**

SECTION 2. SOLICITATION PROCESS

2.1 General Overview of the Process

Responses from responsible and responsive Respondents are eligible for evaluation. By submitting a Response, the Respondent agrees to each of the certifications listed in this solicitation unless otherwise indicated.

If the Department receives less than two (2) responsive Responses, the Department may negotiate on the best terms and conditions, pursuant to §287.057(6), F.S.

The Department may request Respondent presentations.

2.2 Vendor Questions

- 2.2.1** Vendor questions for which binding Department answers are desired must be sent to the email addresses provided in **Section 1.4**. Questions shall be received by the Procurement Officer on or before the date and time specified in **Section 1.2**.
- 2.2.2** Vendors should read the solicitation and all attachments in whole prior to submitting questions.
- 2.2.3** The Department requests that all questions have the solicitation number in the subject line of the email.
- 2.2.4** The Department requests all questions be submitted at once, rather than in multiple communications.
- 2.2.5** The Department’s answers to written questions will be issued via an addendum and posted to VIP with this solicitation.
- 2.2.6** Questions are requested to be submitted on or in the same format as **Appendix III, Vendor Questions**.

- 2.2.7** It is the sole discretion of the Department to consider questions received after the written questions submission deadline.
- 2.2.8** The Department will not accept questions by telephone, postal mail, hand delivery, or fax.
- 2.2.9** Questions must include at minimum, the following information:
- 2.2.9.1** Vendor Name;
 - 2.2.9.2** Section reference pertaining to question.

2.3 Official Notices and Addenda

All notices, decisions, intended decisions, addenda, and other matters relating to this solicitation will be posted on the VIP located at: <https://vendor.myfloridamarketplace.com/>

- 2.3.1** The Department reserves the right to modify this solicitation by addenda. Addenda may modify any aspect of this solicitation. Any addenda issued will be posted on the VIP.
- 2.3.2** The Department bears no responsibility for any resulting impacts associated with a Respondent's failure to obtain the information made available.

2.4 General Response Information

2.4.1 Receipt of Responses

- 2.4.1.1** Responses shall be submitted to the Department electronically to the Procurement Officer and email addresses listed in **Section 1.4**. Responses must be received by the Procurement Officer no later than the date and time specified in **Section 1.2**. Responsibility for timely delivery rests with the Respondent. Respondents should fully acquaint themselves with all aspects of this solicitation to ensure the work is performed in accordance with the terms and conditions herein. No allowances will be made to the selected Respondent due to a lack of knowledge about conditions or requirements nor will the selected Respondent be relieved of any liabilities or obligations.
- 2.4.1.2 The electronic submission must comply with the following requirements:**
- 2.4.1.2.1** The Response must be attached to the email. The Department will not log in to any websites or click on links due to security risks associated with this action.
 - 2.4.1.2.2** The Response must be free of malware. Any infection resulting to the Department's systems shall be addressed to the Department's satisfaction at the Respondent's expense.
 - 2.4.1.2.3** The software used to produce the electronic file must be in Adobe portable document format ("pdf"), version 6.0 or higher.
 - 2.4.1.2.4** The Department must be able to open and view the Response utilizing Adobe Acrobat.
 - 2.4.1.2.5** In the event that the electronic file attachment is too large to be submitted in a single email, the Respondent may utilize multiple emails so long as all required documents are delivered on, by, or before the date and time specified in **Section 1.2**. The Department can allow up to 100 MB for incoming attachments. The Respondent email system must also allow for a 100 MB attachment. Zipping attachments will reduce file sizes.

2.4.2 Format

Figures, charts, and tables should be numbered and referenced by number in the text. Attachments may be combined with the Response or included as separate attachments. It is understood that the Response will become a part of the Department's official procurement file.

2.4.3 Unrequested Terms and Conditions

The Department will not accept any unrequested terms or conditions submitted by a Respondent, including any appearing in documents attached as part of a Respondent's response. In submitting its Response, a Respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. All Responses are subject to the terms of this solicitation, which, in case of conflict, will have the order of precedence listed in **Section 3.1**.

2.4.4 Cost of Preparation of Response

The Department will not pay any costs incurred in responding to this solicitation.

2.4.5 Clarifying Information

The Department may request, and Respondent shall provide, clarifying information or documentation. Failure to supply the information or documentation as requested may result in the Response being deemed non-responsive.

2.4.6 Response Withdrawal and Amendment

Respondents may withdraw, or withdraw and replace, previously submitted electronic Responses on or before the date and time specified for Responses to be received by the Department.

2.4.7 Firm Response

The Response shall remain firm until the Department enters into a Contract or the Department receives written notice from the Respondent that the Response is withdrawn.

2.4.8 General Instructions

The standard "General Instructions to Respondents" Form PUR 1001 is hereby incorporated into this solicitation by reference as if fully recited herein. In the event of any conflict between Form PUR 1001 and this solicitation, the terms of this solicitation shall take precedence over Form PUR 1001, unless the conflicting term is required by Florida law, in which case the term contained in Form PUR 1001 shall take precedence. Form PUR 1001 is available at: [State Purchasing \(PUR\) Forms / State Agency Resources / State Purchasing / Business Operations - Florida Department of Management Services \(myflorida.com\)](#)

2.4.9 Notice to Vendors – Prohibition on Social, Political, or Ideological Considerations

Pursuant to §287.05701, Florida Statutes, the awarding body may not request documentation of or consider a Vendor's social, political, or ideological interests when determining if the Vendor is a responsible Vendor, nor give preference based on such interests.

2.4.10 Commitment to Diversity

The State strongly supports its diverse business population through involving woman-, veteran-, and minority-owned business enterprises in the state's purchasing process. The Department strongly supports diversity in its procurements, and requests that all subcontracting opportunities afforded by this Solicitation be shared with certified woman-, veteran-, and minority-owned business enterprises. The award of subcontracts should reflect the vast array of citizens in the State. Respondents can search for certified businesses online at the Office of Supplier Diversity's Certified Vendor Directory or by contacting 850-487-0915 for information on certified businesses that may be considered for subcontracting opportunities. The Certified Vendor Directory is located at:

<https://vendor.myfloridamarketplace.com> . For questions about registering to identify your Small Business as a Woman--, Veteran--, or Minority-owned Small Businesses, visit: https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd.

2.5 Trade Secrets and Respondent Claims

2.5.1 How to Claim Trade Secret Protection

2.5.2 Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and §119.011, F.S., provides a broad definition of “public record.” As such, the entirety of the Response is public record and is subject to disclosure unless exempt from disclosure by law. The Department defines “confidential information” as information that is trade secret as defined in §688.002, F.S., or otherwise confidential or exempt from disclosure under Florida or federal law.

2.5.3 If the Vendor considers any portion of the Response to be confidential information, the Vendor shall then submit two copies of the Response. In both copies, any portion of the Response considered confidential information shall be clearly labeled within the text of the Response as “CONFIDENTIAL”. For each portion of the Response that is labeled “CONFIDENTIAL”, the Vendor shall provide a written statement of the basis for exemption applicable to each provision identified by the Vendor as “confidential”, including citation to a protection created by statute, and state with particularity the reasons the provision is confidential.

2.5.4 The original copy shall be unredacted and labeled on the cover of the Response as “Confidential Copy”. The redacted copy shall redact all the confidential information and be labeled on the cover of the Response as “Redacted Copy”.

2.6 Department not Obligated to Defend Vendor Claims

By submitting a Response, the Vendor agrees to protect, defend, and indemnify the Department for all claims arising from or relating to the Vendor’s determination that the redacted portions of its Response are confidential information. If a Vendor fails to submit a Redacted Copy in accordance with this solicitation, the Department is authorized to produce the entire material submitted to the Department in response to a demand for discovery or disclosure of these records or a public records request.

2.7 Public Opening

Responses shall be opened on the date, time and at the location indicated in **Section 1.2**. Respondents may, but are not required to, attend. Pursuant to §119.071(1)(b), F.S., no other materials will be released. Any person requiring a special accommodation because of a disability must contact the Procurement Officer at least 48-hours prior to this Solicitation opening.

2.8 Department’s Discretion

Through this Solicitation, the Department seeks Responses from responsible and responsive Respondents, as defined in §§287.012(25)–(27), F.S. The Department intends to award to the responsible and responsive Respondent(s) submitting the most advantageous response. The Department will not accept any unrequested terms or conditions included in a Response; any such terms, whether submitted intentionally or inadvertently (including those in attachments), shall have no force or effect.

2.8.1 The Department reserves the right to:

2.8.2 Determine whether a Respondent is responsible and/or responsive;

- 2.8.3** Reject any Respondent whose submission, references, or current standing does not demonstrate the capability, integrity, or reliability to fully and faithfully perform the Contract requirements;
- 2.8.4** Reject any Response deemed non-responsive for failure to meet any Solicitation requirements, specifications, terms, or conditions, or for failing to include required information or documentation;
- 2.8.5** Waive minor irregularities if doing so is in the best interest of the State of Florida;
- 2.8.6** Withdraw the Solicitation or reject all Responses at any time;
- 2.8.7** Select more than one Respondent for the commodities or contractual services covered by this Solicitation;
- 2.8.8** Award Contract(s) for a reduced scope of goods or services than originally solicited;
- 2.8.9** Withdraw or amend any Notice of Intent to Award or Notice of Award.

2.9 Protests

Any protest concerning this Solicitation shall be made in accordance with §120.57(3), F.S., and §287.042(2), F.S., and Chapter 28-110, Florida Administrative Code (F.A.C.). Protest timeliness will be determined using the VIP posting time. Failure to file a protest within the time prescribed in §120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S. Notices of Protest must be filed with the Clerk of Agency Proceedings (Agency.Clerk@myflfamilies.com).

2.10 Supporting Documentation

This table lists the supporting documentation, and the associated link to download the supporting documentation.

Subject	Description	Link
Northeast Florida State Hospital	NEFSH Website	https://www.myflfamilies.com/services/samh/samh-treatment-services-and-facilities
Department of Children and Families	Operating Procedures	https://www.myflfamilies.com/resource-library

SECTION 3. GENERAL CONTRACT INFORMATION

3.1 Solicitation Order of Precedence

In the event of a conflict between the documents included in this Solicitation, the conflict will be resolved in the following order of priority (highest to lowest):

- 3.1.1** Addenda to solicitation documents, if issued (in reverse order of issuance).
- 3.1.2** Exhibits to the Standard Contract.
- 3.1.3** Standard Contract.
- 3.1.4** This Solicitation and its attachments.
- 3.1.5** PUR 1001, General Instructions to Respondents.

SECTION 4. INSTRUCTIONS FOR RESPONDING TO THE SOLICITATION

4.1 How to Submit a Response

4.1.1 Copies Required and Format for Submittal

- 4.1.1.1** The Respondent should clearly label each copy of the Response with “Confidential Copy” and “Redacted Copy” (if applicable) as described in **Section 2.5**.
- 4.1.1.2** The Department reserves the right to reject any Response that does not: properly address the requirements; fails to include the requested information; or deviates from the requirements of this solicitation in any manner.

4.1.2 Response Format

- 4.1.2.1** Electronic (email) copies of the Responses must be submitted and must be clearly marked with, the solicitation number, title, the Respondent's name, and identification of enclosed documents.
- 4.1.2.2** Responses should be typed, single-spaced, on 8 1/2" x 11" format. Pages should be numbered in a logical, consistent fashion. Figures, charts, and tables should be numbered and referenced by number in the text. The Response must be submitted in accordance with **Sections 4.2 and 4.3**.

4.2 Response Structure

4.2.1 Cover Page

The first page of the Response shall be a Cover Page that contains the following information:

- 4.2.1.1** Solicitation Number and Title.
- 4.2.1.2** Name, title, telephone number, email address and mailing address of person who can respond to inquiries regarding the Response.
- 4.2.1.3** Full legal name of Respondent and its associated Federal Employer Identification Number (FEIN), or Social Security Number if a FEIN is not required.
- 4.2.1.4** Proof of registration with MFMP.
- 4.2.1.5** Country and state of incorporation.
- 4.2.1.6** Principal place of business.
- 4.2.1.7** Redacted Response Statement - The Respondent shall submit a statement indicating that a Redacted Copy is included, or is not included, with the Respondent's Response.

4.2.2 Response Section 1: Table Of Contents

4.2.3 Response Section 2: Mandatory Response Documents

4.2.3.1 Signature Authority

Include a Certificate of Signature Authority (**Appendix I**), completing either Section A (or providing a corporate resolution or other duly executed certification issued in the Respondent's normal course of business) or Section B, demonstrating the person signing the Response, and its statements and certifications, is authorized to make such representations and to bind the Respondent.

4.2.3.2 Respondent Certifications

Include the Respondent Certifications Form (**Appendix II**) signed by the person named in the Certificate of Signature Authority as the Authorized Representative of the Respondent and with “true” checked next to each of the Certifications (a) through (f).

4.2.4 Response Section 3: Executive Overview

Provide a brief Executive Overview demonstrating an understanding of the solicitation purpose and the needs specified in this solicitation. The Executive Overview includes a brief description of the Respondent's organization, and qualifications to complete the work as outlined in the Contract.

- 4.2.4.1** Describe Respondent's approach and philosophy, including mission statement, core values, and vision.
- 4.2.4.2** Describe Respondent's organization and governance structure, depicting clear lines of authority including corporate affiliations; describe how the structure represents a lean, efficient, and effective administrative model; describe experience and achievements in developing a governance model designed to avoid conflicts of interest.
- 4.2.4.3** Provide information which will demonstrate the Respondent's and subcontractor(s)' ability to successfully complete the work described in this solicitation and its appendices, attachments, exhibits, and referenced supporting documentation. The Respondent's and any proposed subcontractor(s)' information shall be shown separately.

4.2.5 Response Section 4: Core Team Qualifications

- 4.2.5.1** The Respondent shall describe the qualifications and credentials of their leadership team with an explanation of why the leadership team is qualified to lead their organization in meeting the needs of this solicitation. In addition, the Respondent must include résumés for key leadership personnel describing their work experience, education, and training as it relates to the requirements of this solicitation and the Contract.
- 4.2.5.2** The Response shall include the Respondent's operational approach to the recruitment, training, supervision, and retention of qualified personnel as described in the Contract.
- 4.2.5.3** The Response should address all applicable personnel grievance and conflict resolution practices. The Respondent should explain how its organization, subcontractors, and staffing levels will best meet the performance standards required to perform properly. It is also important to describe the credentials for human resources, quality assurance, financial, information technology, and other key professional level employees.
- 4.2.5.4** The Respondent shall include a detailed staffing plan that identifies sufficient staffing levels to accomplish the performance expectations as described in **Standard Contract Part 2, EXHIBITS C1 and D**, for the provision of Environmental Housekeeping Services at NEFSH for the duration of the Contract. The staffing plan at minimum should include the Position Type, Number of Positions whether Full Time Employees (FTEs) or contracted staff per shift and coverage for services from 7:00 A.M. to 3:30 P.M. each day, including Workdays, Weekends, and Holidays. If awarded, this document shall be incorporated into the **Standard Contract Part 2** as **EXHIBIT C2**.

4.2.6 Response Section 5: Service Capability (Limited to 10 pages)

The Respondent's Response should demonstrate the Respondent's capability in providing processes, approaches, and tools to perform requested, all-inclusive services as described in the Contract.

- 4.2.6.1** The Respondent must clearly and specifically describe the operational structure and capabilities of all proposed staff, materials, and services.
- 4.2.6.2** The Respondent must provide a clear and concise service schedule identifying all required activities and demonstrating how services will be implemented, performed, monitored, and validated for correctness and completeness on a daily, weekly, monthly, quarterly, and annual basis.
- 4.2.6.3** The Respondent must describe the procedures that will be used to identify, address, and resolve instances of poor and/or nonperformance of staff and explain how individual performance issues will be mitigated to ensure continued overall contract compliance.

- 4.2.6.4** The Respondent must provide a list of all equipment to be utilized by its staff to perform the identified services in **Standard Contract Part 2**.
- 4.2.6.5** The Respondent must provide a list of all chemicals and supplies to be utilized by its staff to perform the identified services in **Standard Contract Part 2**. All chemicals will require Department approval.

4.2.7 Response Section 6: Project Approach (Limited to 25 pages)

The Response should detail the Respondent's Project Approach to meet the requirements as described in the Contract. The Respondent must address proposed approaches or models, implementation plans (including timelines and activities), barriers or challenges, industry standards (such as required accreditations, certifications, etc.), and best practices.

4.2.7.1 Executive and Management Structure

The Respondent must describe its executive and management team structure, including a brief description of key management personnel, their relevant experience, and their roles in providing the services outlined in this RFP, both directly and indirectly. An organizational chart must be included.

4.2.7.2 Service Delivery Model

The Respondent must describe its proposed service delivery model, including the end-to-end process that will be implemented to effectively achieve all service objectives outlined in this RFP while ensuring compliance with all applicable federal, state, and local regulatory requirements.

4.2.7.3 Staffing and Retention Plan

The Respondent must describe its proposed staffing and retention plan, by shift, for the provision of comprehensive Housekeeping/EVS services in accordance with this RFP and the Department's **Standard Contract Part 2**. At a minimum, the response shall include:

- Proposed staffing model by unit, shift, and coverage period
- Staff-to-area or staff-to-census ratios, if applicable
- On-site supervision structure
- Backup and relief staffing plans
- Recruitment and retention strategies
- Experience of staff working in behavioral health or forensic treatment settings

4.2.7.4 Quality Assurance and Performance Management

The Respondent must describe its plan to ensure consistent, high-quality service delivery. The response shall include the EVS Management Team's approach to:

- Quality assurance and ongoing monitoring processes
- Performance reviews and evaluations
- Performance metrics and key performance indicators (KPIs)
- Inspection and audit methodologies
- Corrective action procedures and timelines
- Joint Commission readiness and continuous compliance processes

4.2.7.5 Training, Safety, and Customer Service

The Respondent must describe its personnel education and training program; sanitation, recycling, and waste disposal program; safety training program; and customer service program. At a minimum, the response shall include:

- Initial and ongoing training programs, including:

- Infection prevention and control
- Bio-hazard waste removal
- OSHA Bloodborne Pathogens
- Proper use of personal protective equipment (PPE)
- Behavioral health safety and awareness
- Facility security and contraband policies
- Methods for verifying staff competency
- Training documentation and record-keeping practices

4.2.7.6 Housekeeping and EVS Services

4.2.7.6.1 Management Team Qualifications

The Respondent must demonstrate that its EVS Management Team possesses the knowledge, experience, and skill set necessary to effectively manage Housekeeping and EVS services within a large State Mental Health Treatment Facility (SMHTF). The Respondent shall describe the team's education, training, and experience as it relates to the requirements of this solicitation and the Department's **Standard Contract Part 1 and Part 2**.

4.2.7.6.2 Infection Control, Waste Management, and Staff Protection

The Respondent must describe the EVS Management Team's knowledge and training related to infection control procedures, management of multiple waste streams, and interaction with staff and residents in a clinical setting. The response shall include the team's ability to properly train and protect staff from potential exposures, along with a detailed description of the personnel education and training program.

4.2.7.6.3 Accuracy of Staffing Hours and Time Reporting

The Respondent must describe the EVS Management Team's ability to ensure all required staffing hours are provided accurately and consistently for each unit, shift, and coverage period, as specified in **Standard Contract Part 2**. The response shall include:

- The timekeeping system to be used (electronic or manual), including controls to prevent time inflation or unauthorized edits
- Procedures for verifying employee clock-in and clock-out times, including supervisor review and approval
- Methods for reconciling scheduled hours, worked hours, and invoiced hours
- Controls to ensure that only approved staff and shifts are billed to the Facility
- Processes for correcting timekeeping errors and documenting adjustments
- Methodology used to ensure required staffing hours are met for each unit and shift
- Processes for assigning staff to specific units and preventing unauthorized reassignment
- Controls to verify staff presence on the correct unit for the full scheduled shift
- Procedures for tracking and reconciling actual hours worked by unit

4.2.7.7 Transition Plan

4.2.7.7.1 Transition and Implementation

The Respondent must describe its proposed transition plan identifying all resources to be utilized to ensure a smooth and efficient transition from the incumbent vendor while meeting all RFP requirements and maintaining uninterrupted services. At a minimum, the response shall include:

- Mobilization timeline and key milestones
- Staffing plan, onboarding, credentialing, and badging processes
- Transition strategy to ensure continuity of operations
- Coordination with Facility leadership and DCF representatives

4.2.8 Response Section 7: Prior Similar Projects

Respondents shall submit details regarding three similar projects for which similar or identical services were performed within the past five years.

4.3 Content of the Financial Response

4.3.1 Financial Response Title Page

4.3.2 Response Section 8: Cost Proposal:

The Respondent will use **Appendix V: Cost Proposal**, to provide a firm, fixed monthly price for the services described in the Contract. The Department reserves the right to negotiate lower rates with the selected Respondent(s).

4.3.3 Response Section 9: Financial Information

4.3.3.1 Financial Capability

The Respondent must describe its current financial capability and financial stability to cover costs (staff, rental, or procurement of equipment and supplies necessary to perform the identified services in **Standard Contract Part 2**) until recoupment through invoicing as established in **Standard Contract Part 2, EXHIBIT F**.

4.3.3.2 Proposed Service Efficiencies and Re-investment

The Respondent shall provide information on how it plans to develop efficiencies in the services being provided. From this plan, the Respondent shall show how the cost reduction or added services that are realized from these efficiencies will be re-invested into the required services.

4.3.3.3 Ongoing Approach to Reduce Administrative Costs and Expand Services

The Respondent shall provide its ongoing approach to reduce administrative cost, without affecting the quality of the services.

4.3.4 Response Section 10: Budget

The budget totals should be based on available funding projections, if any, and if different, the Respondent should explain the differences.

The Respondent should use the **Appendix VI: Budget Summary and Detail Instructions**, **Appendix VII: Project Budget Summary**, and **Appendix VIII: Proposed Cost Allocation Plan**.

SECTION 5. THE SELECTION METHODOLOGY

The Department intends to award the Contract to the responsible and responsive Respondent(s) whose Response is determined, in writing, to be the most advantageous to the State. The Department will award the Contract based on a consideration of the relative importance of price and other evaluation criteria set forth in the solicitation. The Department may also make a determination as to whether to deem one or more Respondents ineligible for award due to non-responsibility or non-responsiveness. The Department will electronically post the intent to award in accordance with §120.57(3)(a), F.S., and Rule 60A-1.021, F.A.C.

5.1 Selection Criteria

The Department may consider any information that reflects upon a Respondent's capability to fully perform the Contract requirements and demonstrates the level of integrity and reliability required to assure performance of the Contract.

5.2 Evaluation Phase Methodology

All Responses determined to be responsive will be evaluated using the process outlined below. Each Evaluator shall assign a score for each evaluation criterion based upon their assessment of the response. The assignment of an individual score shall be based upon the following description of the point scores:

DESCRIPTION	CATEGORY	POINTS
Extensive competency, proven capabilities, an outstanding approach to the subject area, innovative, practical, and effective solutions, a clear and complete understanding of inter-relationships, a clear and comprehensive understanding of the requirements and planning for the unforeseen.	Superior	4
Clear competency, consistent capability, a reasoned approach to the subject area, feasible solutions, a generally clear and complete description of inter-relationships, and a sound understanding of the requirements	Good	3
Fundamental competency, adequate capability, a basic approach to the subject area, apparently feasible but somewhat unclear solutions, a weak description in some areas, a fair understanding of the requirements, and a lack of staff experience and/or skills in some areas.	Adequate	2
Little competency, minimal capability, an inadequate approach to the subject area, infeasible and/or ineffective solutions, somewhat unclear, incomplete, a lack of understanding of the requirements and a lack of demonstrated experience and skills	Poor	1
A significant or complete lack of understanding, an incomprehensible approach, a significant or complete lack of skill and experience.	Insufficient	0

5.2.1 Programmatic Scoring

The Department's Evaluators will independently evaluate each Programmatic Response in accordance with the following criteria:

CRITERIA	WEIGHT	SCORE (0 – 4)
Response Section 3: Executive Overview (Section 4.2.4)		
Criterion 1: How well does the Respondent's organizational approach and philosophy—including their mission statement, core values, and vision—align with the NEFSH mission to provide a clean, sanitary, and safe environment that treats vulnerable residents with dignity while supporting their timely transition to the community?	5	

Criterion 2: To what extent does the Respondent's proposed governance structure and lines of authority demonstrate a lean, efficient, and effective administrative model that is specifically designed to manage a large-scale forensic facility while maintaining robust controls to avoid conflicts of interest?	5	
Criterion 3: How well does the Respondent demonstrate the ability to successfully complete the work described in this solicitation and its appendices, attachments, exhibits, and referenced supporting documentation. The Respondent's and any proposed subcontractor(s)' information shall be shown separately?	5	
MAX TOTAL POSSIBLE:		60
CRITERIA	WEIGHT	SCORE (0 – 4)
Response Section 4: Core Team Qualifications (Section 4.2.5)		
Criterion 4: How well do the qualifications, credentials, and documented experience of the proposed leadership team—specifically the Housekeeping Site Manager and designated supervisors—demonstrate the specialized expertise necessary to manage the requirements of this solicitation and the Contract.	5	
Criterion 5: How effective and feasible is the Respondent's operational approach to recruiting, training (including mandatory infection control and behavioral health awareness), and retaining qualified personnel to ensure a stable, competent workforce as described in the Contract.	5	
Criterion 6: How comprehensively does the Respondent describe their strategies for personnel management—including grievance and conflict resolution—and how will their professional support staff (e.g., HR, Quality Assurance, IT, Finance) be leveraged to ensure the organization consistently meets the Department's minimum performance standards?	5	
Criterion 7: To what extent does the detailed staffing plan—including position types, FTE counts, and shift breakdowns—provide sufficient and reliable coverage to fulfill the strict mandates for Resident Living Areas (8 hours on weekdays/4 hours on weekends and holidays) and all other administrative/ancillary areas as required in Standard Contract Part 2, EXHIBITS C1 and D , for the provision of Environmental Housekeeping Services at NEFSH for the duration of the Contract. The staffing plan at minimum should include the Position Type, Number of Positions whether Full Time Employees (FTEs) or contracted staff per shift and coverage for services from 7:00 A.M. to 3:30 P.M. each day, including Workdays, Weekends, and Holidays.	5	

MAX TOTAL POSSIBLE:		80
CRITERIA	WEIGHT	SCORE (0 – 4)
Response Section 5: Service Capability (Section 4.2.6)		
Criterion 8: How effectively does the Respondent demonstrate their capability in providing processes, approaches, and tools to perform requested services as described in the Contract?	5	
Criterion 9: How well does the response demonstrate the Respondent's capability in detailing the operations and capabilities of the proposed staff, materials, and services?	5	
Criterion 10: To what extent does the Respondent provide a clear concise daily, weekly, monthly, quarterly, and annual schedule of how services will be implemented, performed, and validated for correctness and completeness?	5	
Criterion 11: How robust are the Respondent's procedures for identifying and resolving issues of poor or non-performance by staff, and how effectively do these procedures ensure that individual performance will not affect the ability to maintain overall contract compliance?	5	
Criterion 12: How well does the response demonstrate a comprehensive and complete list of all equipment to be utilized by staff in performing the identified services in Standard Contract Part 2 , and to what extent does the proposed equipment meet the facility's operational needs and comply with required safety standards, including lockable chemical compartments on carts and separate, clean mop head systems to prevent cross-contamination?	5	
Criterion 13: Does the response provide a complete and detailed list of all chemicals and supplies proposed for use in performing the services in Standard Contract Part 2 ?	5	
MAX TOTAL POSSIBLE:		120
CRITERIA	WEIGHT	SCORE (0 – 4)
Response Section 6: Project Approach (Section 4.2.7)		

Criterion 14: How well does the Respondent's overall project approach—including proposed models, implementation plans, and identification of potential barriers—demonstrate a commitment to industry best practices and required accreditations (e.g., AHCA, CARF, CMS, Joint Commission) to ensure a clean and sanitary environment for NEFSH?	5	
Criterion 15: How effectively does the response describe the executive and management team structure, and to what extent do the roles and relevant experience of key personnel (including the provided organizational chart) demonstrate the leadership capacity to manage both direct and indirect service provision?	5	
Criterion 16: How comprehensive is the Respondent's proposed end-to-end service delivery model in ensuring that all service goals are effectively achieved while maintaining strict compliance with all applicable federal, state, and local regulatory requirements?	5	
Criterion 17: How well does the proposed staffing and retention plan address the specific needs of NEFSH—including unit-specific staffing models, staff-to-area ratios, on-site supervision, and backup/relief coverage—to ensure consistent delivery of mandated cleaning hours, as outlined in this RFP and the Department's Standard Contract Part 2 ?	5	
Criterion 18: To what extent does the Respondent's quality service plan—including personnel training and education, sanitation practices, recycling and waste disposal procedures, safety protocols, and customer service standards—demonstrate the ability to maintain a high-quality, proactive environment for residents and staff?	5	
Criterion 19: How well does the Respondent demonstrate that its EVS Management Team possesses the unique knowledge, qualifying education, and specific skillset necessary to effectively manage EVS in a large SMHTF?	5	
Criterion 20: How well does the Respondent's EVS Management Team demonstrate comprehensive expertise in infection control, management of regulated waste streams (e.g., bloodborne pathogens, sharps, and other potentially infectious materials), clinical interaction protocols, and the development and implementation of formal education and training programs designed to protect staff from potential exposures?	5	
Criterion 21: How well does the response describe the Respondent's EVS Management Team's ability to ensure quality service, including monitoring processes,	5	

personnel performance reviews, corrective action plans, and on-going employee training?		
Criterion 22: How well does the response describe the Respondent's proposed transition plan, including identification of all resources necessary to ensure a smooth and efficient transition from the current vendor while maintaining full compliance with all RFP requirements and uninterrupted service delivery? Does the response include a detailed staffing plan, transition schedule, and timeline?	5	
MAX TOTAL POSSIBLE:		180
CRITERIA	WEIGHT	SCORE (0 – 4)
Response Section 7: Prior Similar Projects (Section 4.2.8)		
Criterion 23: Did the Respondent submit details regarding three similar projects for which similar or identical services were performed within the past five years?	5	
MAX TOTAL POSSIBLE:		20
OVERALL PROGRAMMATIC MAX TOTAL:		460

5.2.2 Financial Scoring:

The Department's Evaluator(s) will independently evaluate each Financial Response in accordance with the following criteria:

CRITERIA	WEIGHT	SCORE (0 – 4)
Response Section 8: Cost Proposal (Section 4.3.2)		
Criterion 24: How competitive and advantageous are the Respondent's overall proposed monthly and annual costs in providing the all-inclusive environmental services requested, and how well do these costs align with the Department's fixed-rate payment methodology and projected funding limits?	8	
Response Section 9: Financial Management (Section 4.3.3)		
Criterion 25: How effective is the Respondent's financial management approach in demonstrating the capacity to sustain operations—including staffing, equipment, and supplies—pending reimbursement, and to what extent does the	8	

CRITERIA	WEIGHT	SCORE (0 – 4)
plan promote operational efficiencies, reduce administrative costs, and reinvest savings into required services?		
Response Section 10: Budget (Section 4.3.4)		
Criterion 26: To what extent does the Respondent's proposed budget (including the Project Budget Summary and Cost Allocation Plan) align with their described service delivery model, and are the individual line-items justified as necessary, reasonable, and allowable for the successful performance of this contract?	8	
FINANCIAL MAX TOTAL:		96
MAXIMUM TOTAL COMBINED SCORE (Programmatic + Financial):		556

5.2.3 Total Score of Responses

The Procurement Officer will average the total scores and use the total points to rank Respondents. This ranking will serve as the recommended ranking of the Department's Evaluators.

5.2.4 Report of the Procurement Officer

The Procurement Officer will prepare a report regarding Responses deemed responsive and responsible, including additional information such as the Respondent's Evaluator rankings. The Secretary, or the Secretary's designee, will then decide the awarded Respondent(s).

5.2.5 Selection of Respondent(s), Decision to Reject All, or Cancel

The Department will make a determination to award to the Respondent(s), reject all Responses, or cancel this solicitation. The Department will provide notice, in writing, its decision on VIP:

<https://vendor.myfloridamarketplace.com/>

5.2.6 Requirements Following Award

5.2.6.1 Registration With the Florida Department Of State

If awarded a Contract, the Respondent shall provide a PDF file of its current and active registration with the Florida Department of State prior to execution of a Contract or, if exempt from registration, a statement to that effect noting the basis for the exemption. Respondents should note that foreign entities are required to obtain a Florida Certificate of Authorization pursuant to applicable Florida Statutes from the Florida Department of State, Division of Corporations, to transact business in the State of Florida. For additional information, visit: <https://dos.myflorida.com/sunbiz/>.

5.2.6.2 Florida Substitute Form W-9

It is the responsibility of the awarded Respondent to complete a Florida Substitute Form W-9 prior to execution of a Contract. The Internal Revenue Service receives and validates the information provided on the Florida Substitute Form W-9. For instructions on how to complete the Florida Substitute Form W-9, visit: <https://flvendor.myfloridacfo.com/>.

5.2.7 Resulting Contract

The Contracting document resulting from this solicitation will be substantially similar to the draft Contracting document included with this solicitation. By submitting a Response, the Respondent confirms its willingness to enter into a Contract with the Department containing the terms and

conditions or substantially similar terms.

APPENDIX I: CERTIFICATE OF SIGNATURE AUTHORITY

Check below and complete Section A or Section B	
☐	Respondent is not a sole proprietorship (Complete Section A)
☐	Respondent is a sole proprietorship (Complete Section B)
Section A	
I, _____ (name), hold the office or position of _____ (title) with _____ (legal name of Respondent) and have authority to make official representations by said Respondent regarding its official records and hereby state that my examination of the Respondent's records show that _____ (name) currently holds the office or position of _____ (title) with the Respondent and currently has authority to make binding representations to the Department and sign all documents submitted on behalf of the above-named Respondent in response to solicitation # _____, and, in so doing, to bind the named Respondent to the statements made therein.	
Dated:	
Signature:	
Printed Name:	
Title:	
NOTE: In lieu of the above, the Respondent may submit a corporate resolution or other duly executed certification issued in the Respondent's normal course of business to prove signature authority of the named Authorized Representative.	
Section B	
I, _____ (name) am a sole proprietor, personally doing business in the name of _____ (name of Respondent), and will be personally bound by the Response submitted in response to solicitation # _____.	
Dated:	
Signature:	

Printed Name:

APPENDIX II: RESPONDENT'S CERTIFICATIONS

CERTIFICATIONS		
MASTER CERTIFICATION		
As the person named in the Certificate of Signature Authority as the Authorized Representative of the Respondent, _____ (legal name of Respondent), I confirm that I have fully informed myself of all terms and conditions of solicitation # _____ (the solicitation), the facts regarding the Response submitted by the Respondent in response to the solicitation and the truth of each statement contained in Certifications (a) through (f) and certify, by checking the applicable "true" or "false" box below and affixing my signature hereto, that each statement in each checked certification is "true" or "false" as indicated.		
Check the applicable box next to the title to each certification:		
True	False	
☐	☐	a. Certification of Binding Response and Acceptance of Terms of the Solicitation and Contract Document
☐	☐	b. Statement of No Prohibited Involvement
☐	☐	c. Statement Non-Collusion
☐	☐	d. Certification Regarding Subcontractors
☐	☐	e. Certification Regarding Prior Contractual Obligations
☐	☐	f. Certification of Representations per Sections 287.133, and 287.134, F.S.
The content of each certification named above, set forth below, is incorporated into this Master Certification as if fully recited herein and, for each certification marked "true" above, the below signature is deemed to be affixed to each such certification. I agree that any certification not marked above will be deemed "false."		
Signature of Authorized Representative:		Date:
a. Certification of Binding Response and Acceptance of Terms of the Solicitation and Contract Document		
By checking the "True" box in the Master Certification and signing the same, I hereby certify that the Respondent's Response submitted in response to the Department of Children and Families Request for Responses (the solicitation) is binding on the Respondent in accordance with the terms of the solicitation. If awarded any Contract as a result of the solicitation, the Respondent will comply with the specifications, terms, and conditions stated in the solicitation and the Contract document.		
b. Statement of No Prohibited Involvement		
By checking the "True" box in the Master Certification and signing the same, I hereby certify that no member of this firm or any person having interest in this firm has: Been awarded a Contract as described in §287.057(19)(c), Florida Statutes, to perform a feasibility study of the potential implementation of a subsequent Contract to support this project, participated in drafting of a solicitation for this specific project, or developed a program for future implementation of this project.		
c. Statement of Non-Collusion		
By checking the "True" box in the Master Certification and signing the same, I hereby certify that all persons, companies, or parties interested in the solicitation as principals are named therein, that the Respondent's Response is made without collusion with any other Respondent.		

d. Certification Regarding Subcontractors

By checking the "True" box in the Master Certification and signing the same, I hereby certify the Respondent's agreement that by submitting a Response to this solicitation, the Respondent waives any exclusivity provision in its subcontractor agreements.

e. Certification Regarding Prior Contractual Obligations

By checking the "True" box in the Master Certification and signing the same, I hereby certify the Respondent has not:

- (1) Failed to correct any unsatisfactory performance in a previous Contract to the satisfaction of any Agency or eligible user;
- (2) Had a Contract terminated by any Agency or eligible user for cause; or
- (3) Failed to sign a Contract awarded by any Agency.

f. Certification of Representations Per Sections 287.135, 287.133 and 287.134, Florida Statutes

By checking the "True" box in the Master Certification and signing the same, I hereby certify the Respondent is not listed on the Suspended Vendors List maintained pursuant to Rule 60A-1.006, F.A.C., Convicted Vendors List created and maintained pursuant to §287.133, F.S., or on the Discriminatory Vendors List created and maintained pursuant to §287.134, F.S., and, if federal funds are used, the Respondent is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency, as listed in the System for Award Management (SAM), in accordance with 2 CFR Part 180 and Part 200.

TIE BREAKING CERTIFICATIONSStatutory Preferences When Awarding Contracts

Various provisions of §287 and §295, F.S., provide qualifying Respondents the advantage of "tie breakers" whenever two or more bids, Responses, or replies received by an agency are equal with respect to price, quality, and service. In order to take advantage of the below "tie breakers," a Respondent who meets the statutory qualifications for one or more of these "tie breakers" must certify that it qualifies for the cited preference. Completion of the certification is optional for qualifying Respondents; however, a Respondent waives all rights to consideration of a "tie breaker" if it fails to submit the certification on or before the deadline to submit its bid, Response, or reply.

MASTER CERTIFICATION – TIE-BREAKING CERTIFICATIONS

As the Authorized Representative of the Respondent, _____ (legal name of Respondent), I confirm that I have fully informed myself of all terms and conditions of the solicitation _____ (the solicitation), the facts regarding the Response submitted by the Respondent in response to the solicitation and the truth of each statement contained in Certifications (g) through (k) and certify, by checking one or more of the boxes below and affixing my signature hereto, that each statement in each checked certification is true.

Check the box next to the title to each certification that is true:

☐	g. Certification of a Certified Minority Business Enterprise
☐	h. Certification of a Certified Veteran Business Enterprise
☐	i. Certification of a Florida Business
☐	j. Certification of a Foreign Manufacturer with a Factory in Florida
☐	k. Certification of a Drug Free Workplace

The content of each certification named above, set forth below, is incorporated into this Master Certification as if fully recited herein and, for each certification marked “true,” above, the below signature is deemed to be affixed to each such certification. I agree that any certification not marked above will be deemed “false.”

Signature of Authorized Representative:

Date:

g. Certification of a Certified Minority Business Enterprise

By checking the “True” box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization is a Certified Minority Business Enterprise in accordance with §287.0943, Florida Statutes.

h. Certification of a Florida Certified Veteran Business Enterprise

By checking the “True” box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization is a Certified Veteran Business Enterprise in accordance with §295.187, Florida Statutes.

i. Certification of a Florida Business

By checking the “True” box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my organization’s principal place of business is located within Florida in accordance with §287.084, Florida Statutes.

j. Certification of a Foreign Manufacturer with a Factory in Florida

By checking the “True” box in the Master Certification – Tie-Breaking Certifications and signing the same, I hereby certify that my manufacturing organization has a factory in Florida that employs over 200 employees working in Florida in accordance with §287.092, Florida Statutes.

k. Certification of a Drug Free Workplace

By checking the “True” box in the Master Certification and signing the same, I hereby certify the Respondent currently maintains a drug-free workplace environment in accordance with §287.087, Florida Statutes, and will continue to promote this policy through implementation of that section.

APPENDIX III: VENDOR QUESTIONS

Each Respondent is to complete **Appendix III: Vendor Questions** for questions relating to this solicitation. Questions shall be submitted in accordance with the instructions provided in **Section 2.2** of the solicitation. This form may be expanded as needed to facilitate response to this requirement.

Instructions:

1. Complete one question per row.
2. Complete all fields. For Solicitation Section: include the title of the solicitation document (E.g., **Instructions** or **Required Certifications**), Section Reference, and Page Number related to the question. If the question does not pertain to a specific Document Title/Section/Page within the solicitation, use "General".
3. Additional rows for questions can be added.

#	RESPONDENT NAME	SOLICITATION SECTION (DOCUMENT TITLE, SECTION, PAGE)	QUESTION
1.			
2.			
3.			

APPENDIX IV: SUBCONTRACTOR LIST

List the subcontractors who will perform work under the Contract(s) resulting from this solicitation.

CHECK HERE IF NO SUBCONTRACTORS WILL BE UTILIZED: ☐

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone #	
FEIN #	

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone:	
FEIN #	

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone #	
FEIN #	

Subcontractor Name:	
Business Type:	
Subcontracted Services:	
Address:	
City, State Zip	
Phone:	
FEIN #	

[Duplicate table as necessary for additional subcontractors.]

APPENDIX V: COST PROPOSAL

Respondents shall provide an all-inclusive monthly cost to support the services, equipment, and supplies required to complete the work as outlined in the Contract using this document. The Annual Amount should be obtained by multiplying the Monthly Amount by the Number of Months. The Contract Totals should be obtained by adding the annual amounts. The prices shall be in accordance with this pricing methodology.

ORIGINAL CONTRACT TERM				
Term	Service Unit	Monthly Amount	Number of Months	Term Amount
December 1, 2026 – June 30, 2027	One (1) complete month of Housekeeping/Janitorial Services	\$	7	\$
July 1, 2027 – June 30, 2028	One (1) complete month of Housekeeping/Janitorial Services	\$	12	\$
July 1, 2028 – June 30, 2029	One (1) complete month of Housekeeping/Janitorial Services	\$	12	\$
July 1, 2029 – November 30, 2029	One (1) complete month of Housekeeping/Janitorial Services	\$	5	\$
ORIGINAL CONTRACT TOTAL			36	\$
RENEWAL CONTRACT TERM				
Term	Service Unit	Monthly Amount	Number of Months	Term Amount
December 1, 2029 – June 30, 2030	One (1) complete month of Housekeeping/Janitorial Services	\$	7	\$
July 1, 2030 – June 30, 2031	One (1) complete month of Housekeeping/Janitorial Services	\$	12	\$
July 1, 2031 – June 30, 2032	One (1) complete month of Housekeeping/Janitorial Services	\$	12	\$
July 1, 2032 – November 30, 2032	One (1) complete month of Housekeeping/Janitorial Services	\$	5	\$
RENEWAL CONTRACT TOTAL			36	\$
ORIGINAL CONTRACT TOTAL			36	\$
RENEWAL CONTRACT TOTAL			36	\$
OVERALL CONTRACT TOTAL			72	\$

APPENDIX VI: BUDGET SUMMARY AND DETAIL INSTRUCTIONS

The project budget summary should display all costs to be paid by the Department for the delivery of services resulting from this RFP. Use the Project Budget Summary format and list the appropriate amounts for all line items that will be expended during the budget period. The format displays the suggested line items to be covered for this project, other line items may be added, if necessary. "Miscellaneous" and "Other" are not acceptable line items.

In addition to and in support of the Project Budget Summary, a detailed description must be provided for each line item displaying the methodology used to calculate the total for the line item. Documentation must show the percentage of costs being charged to the Department, if the Respondent has another source of income providing funding to this project. Items requiring estimated costs must be accompanied by sufficient documentation or explanation to support the estimate. An estimated number of units must be provided for each line item calculated using a unit rate x unit cost calculation. In addition:

- ☐ Salaries provided must be comparable with similar positions in the surrounding labor market and a job description must be provided for each position listed. Include the number of full-time employees (FTEs) to be funded in whole or in part by this project.
- ☐ Fringe benefits must display the calculation of costs, specifically the percentages or rates for each benefit being charged to this project.
- ☐ Staff Travel is reimbursed as specified by Department travel policies and procedures in CFOP 40-1 and §112.061, Florida Statutes.
- ☐ Office expenses should be based on prior history, a reasonable estimated monthly expense, or written Respondent policy.
- ☐ Rental or use of space must show the address, the square footage, and the rate per square footage.
- ☐ Rental equipment necessary to carry out the delivery of services must include the unit cost (per month) and the number of months the item(s) will be used.
- ☐ Insurance costs must provide sufficient documentation to explain the percentage of cost being charged to this project and the calculation of the cost and the insurance coverage being provided.
- ☐ Advertising/outreach costs must show the estimated number of units (publications or media events) and the estimated cost for each publication or event.
- ☐ Membership fees and subscriptions necessary for the delivery of services must show the estimated costs and number of units projected.
- ☐ Client education and training tools must provide the types of services to be provided, the estimated number of clients to be served, and the estimated unit cost of each service.
- ☐ Information Resource Technology (IRT) includes computers, monitors and other technology items costing less than \$1,000 each and must include a brief description of the item(s) to be purchased, the unit cost for each item and justification for each item. For recurring costs, must show the estimated unit cost for each recurring cost associated with the delivery of services, including internet access, computer/network/printer maintenance, SAVE system access, etc.
- ☐ Subcontracted services such as janitorial services or security services must show the monthly rate and the number of months for which service is required.
- ☐ Subcontracted client services providing direct services to clients must include the Respondent(s) to be subcontracted with, the services to be provided, the estimated number of clients to be served and the unit cost for service(s).

- Financial audits being covered in part or in whole with project funds must show the rate used to calculate this cost or the percentage of cost being allocated to this project.
- Operating capital outlay (OCO) to be purchased for use under this project must show the number of units to be purchased, the estimated cost for each unit and justification for the item(s) being purchased.
- Office equipment (non-OCO) to be purchased under this Contract (costing less than \$1,000 each) for use under this project must show the number of units to be purchased, the estimated cost for each unit and justification for the item(s) being purchased. Purchases must be estimated in accordance with the State's guidelines found at <https://www.myfloridacfo.com/division/aa/memo>
- Indirect costs being charged to the project must show the percentage of funding required by the Respondent to carry out the common or joint tasks covered by this line item. A summary of the expenditures covered by these funds is required.

APPENDIX VII: PROJECT BUDGET SUMMARY

Respondent Name

FFY (Insert Year) - (Insert Dates)

Budget Line Item		Line-Item Totals	Category Total
<i>Personnel Category</i>			
A.	Personnel	\$	-
B.	Fringe Benefits	\$	-
C.	Other Personnel Services (OPS)	\$	-
D.	Background Checks	\$	-
<i>Total Personnel Category:</i>			\$ -
<i>Travel Category</i>			
E.	Staff Travel & Training	\$	-
F.	Client Transportation	\$	-
<i>Total Travel Category:</i>			\$ -
<i>Expense Category</i>			
G.	Office Expenses		
1.	Utilities	\$	-
2.	Telephone	\$	-
3.	Postage/Shipping	\$	-
4.	Copies/Printing	\$	-
5.	Office Supplies	\$	-
6.	Janitorial Supplies	\$	-
7.	Building Maintenance/Repair	\$	-
8.	Equipment Repair	\$	-
9.	Security Services	\$	-
10.	Office Equipment/Furniture	\$	-
<i>Total Office Expenses:</i>		\$	-
H.	Rental or Use of Space	\$	-

I.	Rental Equipment		\$	-
J.	Insurance		\$	-
K.	Advertising/Outreach		\$	-
L.	Membership Fees & Subscriptions		\$	-
M.	Client Educational and Training Tools		\$	-
N.	Fixed Price Services		\$	-
O.	Information Resource Technology		\$	-
P.	Subcontracted Services		\$	-
Q.	Subcontracted Client Services		\$	-
R.	Financial Audit		\$	-
Total Expense Category:			\$	-
Direct Costs Category				
S.	Operating Capital Outlay (OCO->\$1,000.00)		\$	-
T.	Indirect Costs	$\frac{\quad}{\%}$	of Total Direct Costs	\$ -
Subtotal Direct Costs:			\$	-
Total Project Budget			\$	-
<i>Sample Format; Columns and rows can be added as needed.</i>				

APPENDIX VIII: PROPOSED COST ALLOCATION PLAN

FOR THE [Insert Contract year] CONTRACT YEAR

Line Item	This Application	Funding Source A	Funding Source B	Funding Source C	Total
Personnel Category					
<insert position title>					
<insert position title>					
<insert position title>					
<insert position title>					
<insert position title>					
<insert position title>					
Fringe Benefits					
Staff Travel					
Subcontracted Services					
Office Expenses					
Operating Capital Outlay					
Rental or Use of Space					
Rental of Equipment					
Maintenance Agreements					
Insurance					
Membership Fees and Subscriptions					
Advertising					
Client Education and Training Tools					
Indirect Costs					
Total					