

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



REQUEST FOR PROPOSAL

DCF RFP 2526 031

Implementation and Evaluation of the Key Indicator Differential Monitoring System

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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), Office of Licensing, Child Care, issues this Solicitation to select a Respondent(s) to provide for the implementation and evaluation of a statewide Key Indicator Differential Monitoring System for the Child Care Program.

During State Fiscal Year (SFY) 2020-21, the Department of Children and Families (Department), Office of Child Care, selected key indicators to utilize for abbreviated inspections at child care facilities and large child care family homes, and established a Key Indicator Differential Monitoring System. Subsequently the Department contracted with a vendor to implement and evaluate the statewide Key Indicator Differential Monitoring System through Contract LC944 which expires June 30, 2026.

Implementing and evaluating the Key Indicator Differential Monitoring System allows the Department to use staff resources more efficiently, identify licensed providers in need of technical assistance, increase monitoring for licensed settings with low levels of compliance, and recognize licensed settings with strong compliance records with abbreviated inspections. Utilizing the Key Indicator Differential Monitoring System, the Department can better determine the frequency and scope, or depth of inspections needed at licensed child care facilities based on the licensed setting's inspection and compliance history. Additionally, evaluating and validating the effectiveness of this approach allows the Department to adjust the key indicator approach, as necessary.

According to the U.S. Department of Health & Human Services Early Childhood Training and Technical Assistance System, differential monitoring involves monitoring child care programs using a subset of requirements to determine compliance. Differential monitoring approaches are intentionally designed so that although not every licensing standard is specifically checked for compliance, the monitoring visit is indicative of the full range of the licensing requirements. Differential monitoring often involves monitoring programs using a subset of requirements to determine compliance. There are two methods that states have used to identify these critical rules:

1. **Key indicators:** An approach that focuses on identifying and monitoring rules that statistically predict compliance with all the rules. The key indicators approach is often used to determine which rules to include in an abbreviated inspection form or checklist.
2. **Risk assessment:** An approach that focuses on identifying and monitoring rules that place children at greater risk of mortality or morbidity, if rule violations or citations occur. A risk assessment approach is most often tied to classifying or categorizing rule violations or citations and can be used to identify rules where rule violations or citations pose a greater risk to children, distinguish levels of regulatory compliance, or determine enforcement actions based on categories of rule violations or citations.

The selected vendor must have documented evidence that it has the credentials and expertise to implement and evaluate the Department's Key Indicator Differential Monitoring System and must agree to provide services in a manner consistent with:

- The State's current operational and technical environments, and

Performance requirements defined in federal and state statutes, rules, regulations, and policies.

The selected Respondent shall provide commodities and contractual services that meets 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:	April 23, 2026	N/A	https://vendor.myfloridamarketplace.com/
Written Questions Deadline:	May 11, 2026	1:00 pm	See Section 1.4
Anticipated Department’s Answers to Questions:	May 27, 2026	N/A	https://vendor.myfloridamarketplace.com/
Response Deadline:	June 11, 2026	1:00 pm	See Section 1.4
Public Response Opening:	June 12, 2026	10:00 am	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:	July 15, 2026	N/A	https://vendor.myfloridamarketplace.com/

1.3 Term

The anticipated start date of the resulting Contract is October 1, 2026. The anticipated duration of the Contract is five years after the start of service. 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:

Alicia Reifinger

Procurement Officer

Alicia.Reifinger@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 be 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 \(myflorida.com\)](https://myfloridamarketplace.com/StatePurchasing/PURForms/StateAgencyResources/StatePurchasing/BusinessOperations-FloridaDepartmentofManagementServices)

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 response(s) most advantageous to the State based on the evaluation criteria set forth in this solicitation. 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) 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
Child Care Website	Information on the Office of Child Care, including links to Child Care Providers, Child Care Inspections, and more.	https://www.myflfamilies.com/services/child-family/child-care
Child Care Laws and Requirements	Laws and requirements that govern the operation of child care facilities and homes within the State of Florida.	https://www.myflfamilies.com/services/child-family/child-care/child-care-laws-and-requirements

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 is 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 it’s 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.

4.2.6 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 services described in the Contract.

- 4.2.6.1** Documented experience implementing a Key Indicator Differential Monitoring System within the past three years. Acceptable documentation includes a narrative summary of previous experience.
- 4.2.6.2** Documented experience evaluating a Key Indicator Differential Monitoring System within the past three years. Acceptable documentation includes a narrative summary of previous experience.

4.2.7 Response Section 6: Project Approach (Limited to 20 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 The Respondent shall submit a proposed approach or model to the Service Tasks as described in **C.1. of Standard Contract Part 2**.

4.2.7.1.1 The Response must include a Project Plan and general timeline of activities for the Service Tasks described in **C.1. of Standard Contract Part 2**. Include anticipated barriers and challenges, if any, and how the Vendor will mitigate these items.

4.2.7.2 The Respondent shall submit the proposed approach to the Administrative Tasks described in **C.2. of Standard Contract Part 2**.

4.2.7.2.1 The Response must include the proposed staffing plan to successfully deliver the services set out in this Contract.

4.2.7.2.2 The Response must address Project Manager identification, proof of qualifications, and a narrative summary of qualifications as it relates to the Administrative Tasks described in **C.2. of Standard Contract Part 2**.

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

4.3.1.1 Title of solicitation;

4.3.1.2 Solicitation number;

4.3.1.3 Vendor's name, Federal Employer Identification Number (FEIN), or Social Security Number (SSN), and Dun & Bradstreet DUNS number;

4.3.1.4 Name, title, telephone number, and address including the nine (9) digit zip code of person who can respond to inquiries regarding the proposal;

4.3.1.5 Name of program coordinator (if known); and

4.3.1.6 Respondent's Point of Contact name, title, telephone number, mailing address and email address.

4.3.2 Response Section 8: Cost Proposal:

The Respondent will use **Appendix V: Cost Proposal**, to provide a not-to-exceed price for the services described in the Contract. The awarded Contract(s) amount is anticipated not to exceed \$100,000.00 per State Fiscal Year. However, Respondents should be mindful that costs to the Department will be considered when scoring Responses and can impact the award decision. The Department reserves the right to negotiate lower rates with the selected Respondent(s).

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	SCORE (0 – 4)	WEIGHT
Response Section 3: Executive Overview (Section 4.2.4.) 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. - Adequacy of the Respondent's approach and philosophy, including mission statement, core values, and vision. - Adequacy of the Respondent's organization and governance structure, depicting clear lines of authority including corporate affiliations; describe how the structure represents a lean,		5

CRITERIA	SCORE (0 – 4)	WEIGHT
efficient, and effective administrative model; describe experience and achievements in developing a governance model is designed to avoid conflicts of interest. 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?		
Response Section 4: Core Team Qualifications (Section 4.2.5) - Adequacy of the Respondent's 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. Adequacy of the Respondent's résumés for key leadership personnel describing their work experience, education, and training as it relates to the requirements of this solicitation and the Contract. - Adequacy of the Respondent's operational approach to the recruitment, training, supervision, and retention of qualified personnel as described in the Contract. The Response should address all applicable personnel grievance and conflict resolution practices. The Respondent should explain how it's 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.		15
Response Section 5: Service Capability (Section 4.2.6) - How well does the response demonstrate the Respondent's capability in providing processes, approaches, and tools to perform requested services? - How well does the response document experience implementing a Key Indicator Differential Monitoring System within the past three years. Acceptable documentation includes a narrative summary of previous experience. - How well does the response document experience evaluating a Key Indicator Differential Monitoring System within the past three years. Acceptable documentation includes a narrative summary of previous experience.		25
Response Section 6: Project Approach (Section 4.2.7) Adequacy of 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,		50

CRITERIA	SCORE (0 – 4)	WEIGHT
industry standards (such as required accreditations, certifications, etc.), and best practices. - Did the Respondent submit a proposed approach or model to the Service Tasks as described in C.1. of Standard Contract Part 2. - Did the response include a Project Plan and general timeline of activities for the Service Tasks described in C.1. of Standard Contract Part 2. Include anticipated barriers and challenges, if any, and how the Vendor will mitigate these items. - Did the Respondent submit the proposed approach to the Administrative Tasks described in C.2. of Standard Contract Part 2. - Did the response include the proposed staffing plan to successfully deliver the services set out in this Contract. - Did the response address Project Manager identification, proof of qualifications, and a narrative summary of qualifications as it relates to the Administrative Tasks described in C.2. of Standard Contract Part 2.		
Response Section 7: Prior Similar Projects (Section 4.2.8.) Did the Respondents submit details regarding three similar projects for which similar or identical services were performed within the past five years?		5
TOTAL		100

5.2.2 Financial Scoring:

The maximum Financial Score is 30 points.

A formula will be used to evaluate the financial portion for this solicitation. The formula used is as follows:

$$(N/X) \times Y = Z$$

Where:

N = Lowest total contract costs received for all Responses

X = Respondent's costs

Y = Maximum possible financial points.

Z = Financial points awarded

5.2.3 Total Score of Responses

The Department's Evaluators will independently evaluate and assign scores to the Programmatic Response based on the criteria identified in this section. The Procurement Officer will calculate the financial score for each Response using the formula described in this solicitation. The financial score will be added to each evaluator's programmatic score to produce a total score per evaluator. The Procurement Officer will then average the total scores across evaluators to determine the final score and ranking of Respondents.

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, of 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.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

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 <u>has not</u> :
(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 CERTIFICATIONS
<u>Statutory Preferences When Awarding Contracts</u>
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; <u>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.</u>
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 costs using this document. The prices shall be in accordance with the pricing methodology described in the documents.

F.2. Unit Cost

F.2.1. Pricing State Fiscal Year 2026-27 (October 1, 2026 through June 30, 2027)

Deliverable	Price Per Unit	SFY Total
F.2.1.1. One Quarter of the State Fiscal Year 2026-27 of Implementation and Evaluation of the Statewide Differential Monitoring Key Indicator System for the Child Care Program	\$_____per Quarter	\$
Total State Fiscal Year Not to Exceed:		\$

F.2.2. Pricing State Fiscal Year 2027-28

Deliverable	Price Per Unit	SFY Total
F.2.2.1. One Quarter of the State Fiscal Year 2027-28 of Implementation and Evaluation of the Statewide Differential Monitoring Key Indicator System for the Child Care Program	\$_____per Quarter	\$
Total State Fiscal Year Not to Exceed:		\$

F.2.3. Pricing State Fiscal Year 2028-29

Deliverable	Price Per Unit	SFY Total
F.2.3.1. One Quarter of the State Fiscal Year 2028-29 of Implementation and Evaluation of the Statewide Differential Monitoring Key Indicator System for the Child Care Program	\$_____per Quarter	\$
Total State Fiscal Year Not to Exceed:		\$

F.2.4. Pricing State Fiscal Year 2029-30

Deliverable	Price Per Unit	SFY Total
F.2.4.1. One Quarter of the State Fiscal Year 2029-30 of Implementation and Evaluation of the Statewide Differential Monitoring Key Indicator System for the Child Care Program	\$_____per Quarter	\$
Total State Fiscal Year Not to Exceed:		\$

F.2.5. Pricing State Fiscal Year 2030-31

Deliverable	Price Per Unit	SFY Total
F.2.5.1. One Quarter of the State Fiscal Year 2030-31 of Implementation and Evaluation of the Statewide Differential Monitoring Key Indicator System for the Child Care Program	\$_____per Quarter	\$

Total State Fiscal Year Not to Exceed:	\$
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F.2.6. Pricing State Fiscal Year 2031-32 (July 1, 2031 through September 30, 2032)

Deliverable	Price Per Unit	SFY Total
F.2.5.1. One Quarter of the State Fiscal Year 2031-32 of Implementation and Evaluation of the Statewide Differential Monitoring Key Indicator System for the Child Care Program	\$_____per Quarter	\$
Total State Fiscal Year Not to Exceed:		\$
Total Contract Not to Exceed:		\$