



EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, INC.

REQUEST FOR PROPOSAL # ELCMDM2016-07

**DEVELOPMENTAL SCREENING,
FOLLOW-UP AND INDIVIDUALIZED SUPPORT AND
CARE COORDINATION SERVICES FOR MIAMI-DADE COUNTY**

RELEASED: August 26, 2016

**SUBMISSION DUE DATE: September 26, 2016 @ 12:00 P.M. EST
(Coalition's Clock Time)**

AVAILABLE FUNDING

Total funding allocated will not exceed \$950,000.00

SECTION 1: GENERAL INFORMATION

1.1 Background

The Early Learning Coalition of Miami-Dade/Monroe, Inc. (the “Coalition”) is a Florida non-profit corporation and IRC §501(c)(3) charitable organization dedicated to ensuring quality early care and education for children in Miami-Dade and Monroe counties. Through a variety of affordable and innovative early education and voluntary pre-kindergarten programs, the Coalition serves more than 50,000 children aged from birth to 12 years old and their families.

In 1999, the Florida Legislature enacted the School Readiness Act (s. 411.01, F.S.), which consolidated the state’s early childhood education and child care programs into one integrated program of school readiness services. The School Readiness Act directed that school readiness programs would be administered by school readiness coalitions (now known as the Early Learning Coalitions) at the county or multi-county level. The Coalition is coordinated by the State of Florida’s Office of Early Learning, and is one of 31 coalitions in Florida.

In December 2014, the Coalition was awarded the Early Head Start Child Care Partnership and Expansion grant to enhance and expand preschool programs, and improve access to high-quality infant and toddler care in high-need communities.

In addition, the Coalition provides training and resources to advance the skills of early care and education providers and staff, enhancing their ability to inspire learning and prepare children for future academic success.

1.2 Statement of Purpose

The purpose of this Request for Proposal (hereinafter referred to as “RFP”) by the Early Learning Coalition of Miami-Dade/Monroe County, Inc., (hereinafter referred to as “Coalition”), is to issue a contract(s) for Developmental Screening and Inclusion Services, with a not-to-exceed amount of \$950,000.00 per year. **For purposes of clarity, the total not-to-exceed amount shall be prorated over the initial 6 (six) month Contract term and shall not exceed the sum of \$475,000.00.** Through the RFP, the Coalition will select single or multiple proposer(s) to provide the services described herein.

It is the Proposer’s responsibility to examine this RFP, to understand the Coalition’s requirements and to submit its proposal (“Proposal”) in a timely, complete, and procedurally correct manner. The services described in this RFP will be procured in accordance with s. 287.057, FS. Contract(s) resulting from this solicitation are anticipated to commence **January 1, 2017** and end on **June 30, 2017**, and will be awarded through written notice to qualified and responsive Proposer(s) who(se) proposal is determined to be most advantageous to the Coalition, taking into consideration price, quality, and other criteria. The Contract shall be for a period of six (6) months (unless otherwise specified, and may be renewed for a period not to exceed the greater of three (3) years or the term of the original contract, subject to Proposer’s successful performance under

the Contract and the availability of funding. A copy the proposed Contract is attached as **Exhibit 14.**

1.3 Definitions

Amendment: A document by which substantial changes are made to the terms of an executed Contract. (Changes requiring an amendment include, but are not limited to, adjustments in costs, services, time period, and methods of payment. The amendment is incorporated as part of the original Contract).

Assessment: The ongoing multidisciplinary procedures used by appropriate qualified personnel throughout the period of a child's eligibility to identify the child's unique strengths and needs and the services appropriate to meet those needs.

Child Find: A system required by Part C of the IDEA that ensures that infants and toddlers in the state who are eligible for services under IDEA, Part C, are identified, located and evaluated, including an effective method to determine which children are receiving needed.

Coaching: An interactive process of observation and reflection in which the coach promotes the other person's ability to support the child in being and doing.

Coalition: The Early Learning Coalition of Miami-Dade/Monroe County, Inc.

Community Partners: Local interagency councils, community groups, early intervention services providers, local government agencies, corporations and other organizations involved with or interested in services for infants and toddlers and their families.

Consent: (a)The parent/guardian has been fully informed of all information relevant to the activity for which consent is sought, in the parent's/guardian's native language or other mode of communication (b) the parent understands and agrees in writing to the carrying out of the activity for which consent is sought and the consent describes the listed activity and records all agencies (if any) to whom information will be released (c) the parent understands that the granting of consent is voluntary on the part of the parent and may be revoked at any time, however consent revocation is not retroactive (i.e. it does not apply to an action that occurred before the consent was revoked).

Consultation: A process in which service providers meet together to share content expertise in a specific area or discuss evidence-based practice related to the implementation of strategies to achieve desired outcomes.

Contract: An agreement between the Coalition and the Contractor for the procurement of services (A formal Contract consist of the core Contract, Appendix A, plus all attachment(s) and/or exhibits).

Contractor: The entity providing services under the Contract.

Contract Manager: Coalition employee designated by the Coalition to be responsible for managing the Contract. (The Contract Manager enforces performance of the Contract terms and conditions and often serves as a liaison between the Coalition and the Contractor).

Criteria: Standards by which a judgement or decision may be based.

Cultural Competence: A set of values, behaviors, attitudes and practices within a system, organization and program or among individuals and which enables them to work effectively cross-culturally. Further, it refers to the ability to honor and respect the beliefs, language, interpersonal styles and behaviors of individuals and families receiving services, as well as staff who are providing such services.

Developmental Screening: A brief assessment procedure designed to identify infants and toddlers who may have a developmental concern and need more intensive diagnostic or assessment activities. A screening may also provide helpful information to the evaluation and assessment team.

Early Intervention Services: Services that are designed to meet the developmental needs of an eligible child and their family as stated in the Individualized Family Support Plan and provided under public supervision by qualified personnel through private or public resources.

Early Steps: A comprehensive, multidisciplinary, community-based, family-focused system that provides a coordinated system of early intervention services for infants and toddlers with a developmental delay. This umbrella program has three components: the Developmental, Evaluation, and Intervention (“DEI”) Program, the IDEA, Part C Program, and services provided under Chapter 393, Florida Statutes, for children, birth to 36 months.

Exhibit: A document or material object added to the Contract’s Attachment I, or any other specific attachment.

Family: For the purpose of early identification and intervention, anyone who has an integral role in the care and rearing of the child which includes: parents, siblings, grandparents, stepparents, and other family members such as aunts, cousins, or other primary caregivers, e.g., foster parents or others as identified by the family.

Florida Diagnostic and Learning Resource System (“FDLRS”): A student support system responsible for the location and identification of children who may be eligible for IDEA services (“Child Find”). FDLRS also provides public awareness, screening, in-service, technology and parent services as a support for school districts, families and community, organizations that serve children with disabilities, birth through twenty-one years of age.

Individual Education Plan (“IEP”): A written plan that describes the specially designed instruction and related services which will be provided to that student, Used by local school districts.

Individualized Family Support Plan (“IFSP”) Process: A family-centered planning process based on evaluation and assessment involving the family, evaluators, the services coordinator, service providers and others, which results in a written plan of early intervention services to meet the identified outcomes for an individual child and family. IFSP services are implemented as soon as possible once parental consent is obtained.

Individuals with Disabilities Education Act (“IDEA”), Part B: A federal program that requires states to provide free and appropriate public education in the least restrictive environment to students with disabilities from age three through twenty-one. Eligibility criteria mandated through federal and state regulations, and services are supported with public funds.

Individuals with Disabilities Education Act (“IDEA”), Part C: A federal program that states participate in voluntarily, that requires states to provide a statewide, community based, comprehensive, coordinated, family-focused, multidisciplinary interagency program of early intervention services for infant and toddlers, birth to age three, with established conditions or developmental delays and their families.

Invoice: A standardized form used by the Contractor to request payment form the Coalition.

Method of Payment: A payment specification includes the maximum dollar amount of the Contract, the manner in which Contract costs will be displayed on invoices, the frequency with which invoices will be submitted to the Coalitions, and any special conditions pertaining to payment of Contract invoices.

Multidisciplinary: The involvement of two or more separate disciplines or professionals with respect to- (a) evaluation of the child and assessments of the child and family which is conducted by two or more individuals from separate disciplines or professions.

Natural Environments: The day-to-day routines, activities and places that promote learning opportunities for an individual child and family. This means settings, including home and community settings that are natural or typical for the child’s age peers who have no disabilities.

Personally Identifiable Information: Personally identifiable information includes: (1) The name of the child, the child’s parent, or other family member; (2) the address of the child, (3) A personal identifier, such as the child’s or parent’s social security number; or (4) A list of personal characteristics or other information that would make it possible to identify the child with reasonable certainty.

Progress Monitoring: A systematic approach to observing or checking a child’s progress and evaluating the effectiveness of intervention strategies. In progress monitoring, a child’s current levels of functioning and measurable goals or outcomes are determined. Progress toward specific

skills is measured on a regular basis (e.g., weekly or monthly). Progress monitoring generates useful data for determine whether intervention strategies need to be adjusted and may provide evidence related to child's continuing eligibility. Progress monitoring data may be in one or more of the following formats: compilation forms, graphs, and narrative explaining any changes in specific circumstances.

Systems Representative(s) Perspective: Care coordination is the responsibility of any system of care (e.g., "accountable care organization [ACO]") to deliberately integrate personnel, information, and other resources needed to carry out all required patient care activities between and among care participants (including the patient and informal caregivers). The goal of care coordination is to facilitate the appropriate and efficient delivery of health care services both within and across systems.

Psychological Services: Includes: (i) Administering psychological and developmental tests and other assessment procedures; (ii) Interpreting assessment results; (iii) Obtaining, integrating and interpreting information about child behavior, and child and family conditions related to learning, mental health and development and (iv) Planning and managing a program of psychological services, including psychological counseling for children and parent, family counseling, consultation on child development, parent training and education programs.

Qualified Personnel: Personnel who have met State approved or recognized certification, licensing, registration or other comparable requirements that apply to the area in which the person is providing early intervention services.

Referral: Provision of information regarding a child who is potentially eligible for early intervention services through Early Steps due to possible delay or established condition.

Proposal: A document submitted by the proposer in response to this RFP.

Proposer: A prospective entity that responds to this RFP.

SECTION 2: RFP PROPOSAL PROCESS

2.1 Point of Contact

The contact person listed below is the single point of contact for this RFP. The contact person for this RFP is:

Lisney Badillo
Director of Contracts & Procurement
Early Learning Coalition of Miami-Dade/Monroe, Inc.
2555 Ponce de Leon Blvd., Suite 500
Coral Gables, FL 33134
Email: DevelopmentalScreeningRFP2016@elcmdm.org

Phone: (305) 646-7220

2.2 Proposer Disqualification

In accordance with s. 287.133, F.S., any individual, entity, or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal for a period of 36 months following the date of being placed on the convicted vendor list, whether as a Proposer, a member of a Proposer, or a subcontract of a Proposer.

In accordance with s. 287.134, F.S., any individual, entity, or affiliate who has been placed on the discriminatory vendor list may not submit a proposal for a period of thirty-six (36) months following the date of being placed on the discriminatory vendor list, whether as a Proposer, a member of a Proposer, or a subcontractor of a Proposer.

The failure to have performed any contractual obligations with the Coalition in a manner satisfactory to the Coalition shall also constitute sufficient cause for disqualification. To be disqualified as a Proposer under this provision, the Proposer must have:

A. Previously failed to satisfactorily perform in a contract with the Coalition, been notified by the Coalition of the unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of the Coalition; or

B. Had a contract terminated for cause by the Coalition, by any other State agency, or by any Children's Services Council.

2.3 Cone of Silence

All parties to this solicitation shall be bound by a "Cone of Silence" surrounding solicitations and prohibitions against ex-parte communication. During the Cone of Silence, respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the seventy-two (72) hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays and state holidays, any of the following: (a) Coalition board members; (b) any Coalition staff; (c) any proposal evaluation committee members; and/or (d) any member of the executive or legislative branch regarding any aspect of this solicitation.

Respondents directly contacting board members, staff, or proposal evaluation committee members risk disqualification of their response from consideration. Written communications are allowable at any time, but only if addressed to the designated contact person.

2.4 Notice of Intent to Submit a Proposal

Proposers are requested to submit a Notice of Intent to Submit a Proposal Form ("Notice of Intent") attached hereto as **Exhibit 1** and bearing the original signature of an authorized agent of Proposer no later than **September 2, 2016, at 5:00 p.m. (EST)** to above listed point of contact for

the Coalition. Please be advised that submissions of the Notice of Intent form by email and/or facsimile will not be accepted.

The purpose of the Notice of Intent is to provide the Coalition with the proper address and contact person for each Proposer so that any notices of action or changes can be forwarded appropriately. Failure to submit a Notice of Intent by the deadline will result in no further notices about this RFP being sent to the Proposer.

2.5 Inquiries

All questions regarding this RFP must be forwarded in writing by U.S. Mail or by email to DevelopmentalScreeningRFP2016@elcmdm.org on or before **September 6, 2016 at 12:00 p.m. (EST)** to ensure that sufficient analysis can be made before answers are supplied. Written responses to questions will be posted on the Early Learning Coalition's website at www.elcmdm.org. Copies of responses to all inquiries will be made available on the Coalition's website by **September 14, 2016 at 5:00 p.m. (EST)**.

2.6 Rejection of Proposals and Waiver of Minor Irregularities

The Coalition reserves the right to reject any Proposals received pursuant to the RFP if such action is in the best interest of the Coalition as determined in its sole and absolute discretion. The Coalition shall have the right, but not the obligation, to waive any minor irregularities in submitted Proposals if doing so would serve the best interests of the Coalition, as determined in its sole and absolute discretion. For purposes of this Section 2.6, a minor irregularity shall mean a variation from the RFP terms and conditions that does not affect the price of the Proposal, does not give the Proposer an advantage or benefit not enjoyed by other Proposer, and/or does not adversely impact the interest of the Coalition.

2.7 Notice of Contract Award

The Contract shall be awarded to the Proposer whose Proposal is determined to be most advantageous to the Coalition, taking into consideration price and technical merits.

2.8 Protests and Disputes

Any unsuccessful Proposer who is adversely affected by the Coalition's decision concerning a procurement solicitation or contract award under this RFP may protest such decision by filing a protest in compliance with s. 120.57(3), F.S. A Proposer may file a notice of protest in writing within seventy-two (72) hours after the posting of the notice of decision (or intended decision), and may file a formal written protest within 10 days after the date the notice of protest is filed as required by s. 120.57(3), F.S. Failure to file a timely notice of protest shall constitute a waiver of the Proposer's rights to any proceedings under Ch. 120, F.S.

Any Proposer desiring to file a formal written protest to this RFP must accompany such protest with a bond payable to the Coalition in an amount equal to one percent (1%) of the estimated Contract amount in accordance with s. 287.042(2)(c), F.S. The bond shall be conditioned upon the payment of all costs which may be adjudged against the Proposer in any administrative hearing in which the action is brought and in any subsequent appellate court proceedings. In lieu of a bond, the Coalition may accept a cashier's check, official bank check, or a money order in the amount of the bond. Failure to file the proper bond at the time of filing the formal written protest will result in a denial of the protest.

The notice of protest must be submitted to the Coalition's President/CEO at 2555 Ponce de Leon Blvd., Suite 500, Coral Gables, FL 33134 in writing within seventy-two (72) hours of the Notification of Intent to Award. The formal written protest must be submitted within ten (10) days after the date the notice of protest is filed and must fully identify the facts resulting in the contested issues. The protest procedure shall be governed by s. 120.57(3), F.S.

2.9 Appeals

A. Unsuccessful Proposers affected by the denial, determination of eligibility, or ineligibility for contract award by the Coalition with respect to any federal or state funded program or activity may appeal if the action or decision of the Coalition is alleged by the Proposer to be:

- (1) In violation of applicable federal or state law;
- (2) Based upon an error of material and relevant facts; or
- (3) Invalid because of an alleged denial of procedural due process.

B. Unsuccessful Proposers affected by the denial, determination of eligibility, or ineligibility for contract award by the Coalition with respect to any federal or state funded program or activity may not appeal if:

- (1) The Proposer agrees that the procurement process was fair;
- (2) The Proposer's score was acceptable for funding but budget limitations, due to program allocations or the availability of funds, prevented the proposal from being funded;
- (3) No error of material and relevant fact occurred, but the Proposer does not agree that the proposed services failed to satisfy the technical requirements of the competitive procurement process; and/or
- (4) The Proposer was awarded funding, but the Proposer does not agree with the amount awarded.

2.10 Evaluation Process

The Coalition shall conduct a comprehensive review of the responses to the solicitation by convening a proposal evaluation committee. The composition of the evaluation committee will depend on the total potential dollar value of the award and whether it is programmatic or administrative as determined by the Coalition's Finance Committee.

Responses will be evaluated using the RFP Evaluation Forms, which contains two sections, Initial Screening (**Exhibit 3**), and Quantitative Evaluation Criteria (**Exhibit 4**). The initial screening consists of a series of pass or fail questions that ensure respondents meet certain compliance items. Responses that are incomplete or do not satisfactorily address each and every requirement may be disqualified. The second portion, Quantitative Evaluation Criteria is based on the Minimum Programmatic Requirements set forth in Section 3 below, and assigns a maximum point value to a series of questions that ensure the respondents have satisfactorily addressed each and all requirements. Responses submitted by Proposer must be concise and comply with the RFP page limit requirements of 10 pages. Response page limit excludes the required exhibits. Submitted pages may be double-sided. Proposer will be judged based on overall percentage achieved. Proposer will be required to present their proposal to the evaluation committee on **October 5, 2016**.

The evaluation process is designed to assess the Proposer's ability to meet the Coalition requirements and to identify the Proposer likely to satisfy those requirements. The evaluation process will be conducted in a thorough and impartial manner at a proposal evaluation committee meeting held according to Ch. 286, F.S. Proposers are advised to periodically check the Coalition website calendar www.elcmdm.org for the scheduled date, time, and location of this session, should changes occur. Proposers should also reference **Appendix "A"**, which contains a list of the currently scheduled events in connection with this RFP.

Subsequent to the end of the evaluation process, the proposal evaluation committee will rate Proposers, who in their judgment, best meet the needs and requirements of the Coalition. While price is an important factor in selecting Proposer(s) for an award, other factors in the competitive process will be considered and may take precedence over price. Those factors may include, but are not limited to, the following: quality of service offered, operating characteristics, technical innovations, administrative capability, previous experience in providing the same or similar services, and the ability to achieve the deliverables as specified in Section 4.

The Coalition's Board of Directors, in its sole discretion, may elect not to award a Contract to any Proposer under this solicitation. Proposer(s) may be selected for further evaluation in the context of an oral presentation, in-person interview, conference calls, or a combination of the foregoing. References may be checked and background checks may be performed to verify information submitted in the Proposals.

SECTION 3: MINIMUM PROGRAMMATIC REQUIREMENTS

3.1 General Statement of Services to be Provided

The Early Learning Coalition of Miami-Dade/Monroe is issuing this RFP for **Developmental Screening Follow-up and Intervention Services** for all children enrolled in the School Readiness program age 6 weeks to age of kindergarten eligibility in Miami-Dade County. Proposers should respond to the following areas:

- A. Developmental Screening Follow-up & Individualized Support Services; and
- B. Care Coordination Services.

3.2 Developmental Screening Follow-up

The purpose of these services is to provide developmental screening follow-up to all children, ages birth to 60 months in the School Readiness program whose developmental screening scores warrant follow-up support services.

Rule 6M-4.720(5)(b), F.A.C., mandates that individualized follow-up for developmental concerns be provided the coalitions or contracted out. The contracted agency is responsible for the individualized follow up supports and short term interventions.

Children participating in The Early Learning Coalition of Miami-Dade and Monroe's School Readiness Child Screening Program receive a developmental screening using the Ages and Stages Questionnaire, Third Edition (ASQ-3).

About the Screening Tool: The **Ages & Stages Questionnaires® , Third Edition (ASQ-3™)**. The ASQ-3™ pinpoints developmental progress in children between the ages of one month to 5 ½ years. Its success lies in its parent-centric approach and inherent ease-of-use—a combination that has made it the most widely used developmental screener across the globe. Evidence shows that the earlier development is assessed—the greater the chance a child has to reach his or her potential.

Approximately 23,000 children participate in the School Readiness Developmental Screening Program, receive an ASQ-3 screening annually. Components of this program include, receipt and organization of developmental screening data, follow up activities intended to determine if the concerns revealed during the screening are valid, and individualized support services as outlined by Rule 6M-4.720 (5)(a)(b) detailed below:

1. Individualized Support:

- (a) Each early learning coalition shall initiate individualized support, no later than 60 calendar days after screening, for children who show concerns based on their screening results.

(b) Individualized supports must include, at a minimum, one of the following:

1. Additional screening or assessment,
2. Individualized learning plans,
3. Suggested developmental activities for parents or providers,
4. Observations and accommodations in the early learning program,
5. Parent education,
6. Referrals to early intervention services or specialized care.

When providing a referral, under Rule 6M-4.720, subparagraph (5)(b)6.a., each early learning coalition (or contractor) must offer to contact the appropriate referral agency.

The named entity must document the parent's choice of "yes" or "no" indicating the choice regarding receipt of additional help, the name of the parent, the date, and the child's name.

Approximately 23,000 children receive an ASQ-3 screening annually. Components of this program include, receipt and organization of developmental screening data, follow up activities intended to determine if the concerns revealed during the screening are valid, and individualized support services.

Organization of developmental screening data consists of identifying and tracking child level screening data that is flagged with one or more scores in the concern range or three or more scores in the monitoring range. Follow-up activities include (but are not limited to) coordination and scheduling of teacher interviews and child observations. All follow-up activities must occur no later than 30 calendar days after the receipt of screening data.

All follow-up activities that result in validated concern data must receive individualized supports no later than 60 calendar days after receipt of screening data (as per 6M-4.720) and must include at a minimum one of the following individualized support services:

1. Additional screening or assessment,
2. Individualized learning plans,
3. Suggested developmental activities for parents or providers,
4. Observations and accommodations in the early learning program,
5. Parent education,
6. Referrals to early intervention services or specialized care.

When providing a referral, under Rule 6M-4.720, subparagraph (5)(b)6.a., each early learning coalition (or contractor) must offer to contact the appropriate referral agency. The named entity must document the parent's choice of "yes" or "no" indicating the choice regarding receipt of additional help, the name of the parent, the date, and the child's name.

Individualized supports must be accessible to the Coalition through access to a data management database. Access to the data management system will ensure monitoring adherence to the Rule 6M-4.720 (5)(b), F.A.C., ensure comprehensive data collection, outcomes and analysis that yields indicators of tendencies and informs future program decisions. **A Memorandum of Understanding (MOU) will be needed to facilitate collaboration with the Data Management and Child Screening organizations. The MOU must be reviewed and approved by the Coalition.**

The first level of entry, and the primary group of children receiving services and supports through this contract are children identified through the Developmental Screening Program with scores of “concern” in any of the five domains. The second level of entry will be children identified by provider or parent/guardian as exhibiting behaviors that not on target; demonstrating delays based on provider request for assistance. An additional level of entry would be children with scores of “monitoring” in three or more domains. Priority for these children will be children birth-36 months; followed by children ages 36 months- five years of age.

2. Care Coordination Services

The purpose of Care Coordination Services is to facilitate the appropriate and efficient delivery of early identification, support and intervention services both within and across service providers and/or agencies. Care Coordination Services are defined in this request for proposals (RFP) using the System Representative(s) Perspective, where the awarded entity will be responsive for the deliberate integration of personnel, information, and any other resources needed to support children and families.

Families whose children have been identified as in need of additional developmental or behavioral supports, usually have a variety of needs. Children and families who interact with multiple providers received mixed and at times conflicting directions that can be both confusing and ineffective. Research supports the notion that programs, providers and community agencies can reduce the incidence of developmental delays amongst children through the delivery of developmental screening and effective referrals for developmental services (Bruner & Shor, 2009; Center for Prevention and Early Intervention Policy, 2006) . Early care and education programs with access to mental-health consultation intended to support children’s social and emotional health reduce preschool expulsion (Gilliam, 2005; Brofenbrenner, 1986) and services that are aligned and coordinated produce the best outcomes for children and families.

Development of Care Coordination Services consists of the creation of a **Memorandum of Understanding (MOU) that is multidisciplinary, multi-agency and countywide effort to improve care and coordination for children with disabilities/developmental delays and/or at risk for disability and/or developmental delay.**

The first level of entry and primary group of children receiving care coordination services and supports through this contract are children, ages birth to 60 months, receiving support and services for two or more programs and/or community. The second level of entry will be children,

age's birth to 60 months, identified by program or community agency as receiving individualized supports/interventions.

For additional information on Care Coordination Services, please see helpful links:

Care Coordination:

- <http://www.ahrq.gov/professionals/prevention-chronic-care/improve/coordination/atlas2014/chapter2.html>
- <http://www.lpfch.org/cshcn/community-engagement/california-community-care-coordination-collaborative-phase-i>
- <http://www.lpfch.org/cshcn/community-engagement>

US Department HHS Agency for Healthcare Research and Quality:

- http://tnaap.org/tmh_files/carecoordination/literature/Care%20Coordination%20for%20CYSHN.pdf
- <http://www.ncqa.org/Programs/Recognition/Practices/PatientCenteredMedicalHomeP/CMH.aspx>

3.3 General Specifications of Services Requested:

In a maximum of two (2) pages, each proposer must provide the Coalition with a brief description of the company, including the year of incorporation and the general services provided. Each proposer must demonstrate a minimum of three (3) years of similar experience, organizational capacity and ability to provide implementation and oversight of a comprehensive project.

Within a maximum of six (6) pages (budget not included), each proposal must provide a plan that provides responses to both the requested Developmental Screening and Care Coordination Services that include the following:

- A. Program Management
- B. Data Security Management Plan
- C. Staffing plan
- D. Work plan
- E. Budget

1. Developmental Screening Follow-up

Program Management – Describe a plan that would entail oversight of a screening follow-up team, management of the process which may include referral to the appropriate provider/agency

for additional evaluation, planning and carrying out intervention action plans, training opportunities for both child care staff and families on specific strategies per individual child needs, parent education and collaboration with other community entities.

A.

- i. The proposal should describe in detail the screening follow up process including how Individualized Supports will be determined, intensity and duration, personnel responsible and how success will be measured through child outcomes. Approximately 2,500-3,500 children will have a concern and require individual follow-up. Children with validated concerns who require individualized supports will represent approximately 1,000-1,500 children.
- ii. The proposal should address a project management tracking system that tracks monthly intervention services including referrals to the appropriate community agencies. This data will be transferred to the data management entity.
- iii. The selected vendor must provide monthly and quarterly reports to the Coalition. Upon contract negotiation, the specifics of the reporting will be discussed in more detail. Reporting forms will be generated and monthly contractor meetings will be scheduled to ensure adherence of services, deadlines and discussions of barriers. **In addition to the requested information listed above, provide a sample reporting form that may include child identifier, DOB, interventions, center name, etc.**
- iv. Management plans should include a description for implementation and assurance for each service as follows:

Screening follow up- for children whose ASQ-3 results indicate a concern. (This list of children will be provided). Follow up activities should include the following steps:

- Teacher interview and child observation for every child with a concern to validate the concern.
- Provide individualized supports no later than 60 calendar days after screening (as per 6M-4.720 Screening of Children-**see Attachment 5**) and must include at a minimum one of the following:
 1. Additional screening or assessment,
 2. Individualized learning plans,
 3. Suggested developmental activities for parents or providers,

4. Observations and accommodations in the early learning program,
5. Parent education,
6. Referrals to early intervention services or specialized care.

When providing a referral, under Rule 6M-4.720, subparagraph (5)(b)6.a., each early learning coalition (or contractor) must offer to contact the appropriate referral agency. Either the coalition or the child care provider must document the parent's choice of "yes" or "no" indicating the choice regarding receipt of additional help, the name of the parent, the date, and the child's name.

7. Involving families and identify ways which parents can be involved in all stages of the follow-up program.

B. Data Security Management Plan

- i. Health Medical Management System. – Should include a description and proof (e.g. Screen captures and/or log in) of a health medical management system software that is HIPPA compliant. The description should detail a security infrastructure designed to secure both personally identifiable information (PII) and personal health information (PHI). The proposal should also include a descriptions of network firewalls or any other type of assessment used to insure data security (e.g. SAS70 or SSAE 16).
- ii. The Contractor must provide evidence of secure data transmission a secure portal that is HIPPA compliant (e.g. SFTP or any secure point to point solutions such as VPN's).

C. Staffing Plan - Name and qualifications of a program supervisor who has at least a master's degree in special education or a related field and experience with early education and special education.

In addition, names and qualifications of staff (as shown on staffing plan) dedicated to the project, including detailed education qualifications, descriptions of in-field experience, and explanation of what positions they will hold and what role they will play in the administration of this RFP. Field staff shall have at least a bachelor's degree in education, special education, early education or related field with 3 years' experience, ability to design classroom accommodations/adaptations for children with disabilities and special needs, experience in designing and implementing training activities and materials and experience in support for young children and are subject to approval of the Coalition. Staff must be available for training in child screening, adaptive curriculum, intervention strategies, family team building and engagement. Upon contract execution, all staff shall be available for training, team meetings and a desire to collaborate with related-community agencies.

D. Work Plan- Attach a work plan that clearly describes the process that would facilitate ensuring fulfillment of the Project implementation.

- i. Work plan should define follow up steps, timelines, staff responsible and any information deemed necessary to maximize care coordination efforts.
- ii. The proposal should describe in detail data collection, method and content.
- iii. Data reporting requirements will be developed in partnership with the data management entity and the Coalition and agreed to as part of the final contract.
- iv. In addition to the requested information listed above, provide a sample reporting form.

E. Budget and budget narrative- The Proposal must include a budget /narrative and costs for **Developmental Screening follow-up and Intervention (described above) and Care Coordination Services** with sufficient detail to allow proper evaluation. **At no time shall the Coalition fund indirect administrative costs in excess of five (5) % percent of direct program services for the total Contract amount.**

2. Care Coordination Support Services

A. Program Management – Describe a plan that would entail oversight of development and implementation of a care coordination system that operates with a comprehensive understanding of the Systems Representative Perspective of care coordination which includes educating community stakeholders (e.g. providers and community agencies) about the care coordination process, collaboration with all the community agencies that currently serve and assist families of children with disabilities/developmental delay or at risk for disabilities/developmental.

Approximately 5,000 children will receive individual follow-up to support their overall development, social-emotional development and/or disability status. Children participating in programs such as these will be eligible for services under the Care Coordination support services RFP. Management plans should include a description for implementation and assurance for each service as follows:

- Creating a system that delineates the services and supports offered by all programs/ community agencies:
 - i. Develop and establish guidelines for the disclosure of Protected Health Information (PHI), that aligns with guidelines for disclosure of PHI of all participating programs/community agencies. (for more information on PHI, <https://www.hipaa.com/hipaa-protected-health-information-what-does-phi-include/>)

- ii. Establishing, coordinating and facilitating monthly round table meetings with all programs/community agencies included in the Memorandum of Understanding to provide support and continuity.
- iii. Promoting, supporting and participating in collaborative partnerships through the monitoring and follow up of activities between all providers and key stakeholders.
- iv. Track and monitor cases of children receiving supports from one or more of the programs/community agencies participating in the MOU
- v. The proposal should describe in detail the plans for the development of a care coordination system through the development of a **Memorandum of Understanding (MOU) that authorizes the gathering, exchange and release of information for the coordination of integrated children's services programs for the purposes of developing a plan of comprehensive services and making appropriate referrals to community agencies.**

B. Data Security Management Plan

- i. The proposal should describe in detail data collection, method and content.
- ii. In addition to the requested information listed above, provide a sample reporting form.

C. Staffing Plan

- i. Name and qualifications of a program supervisor who has at least a master's degree in health management, special education, public administration or a related field and experience with early education, special education and working and collaborating with social service agencies, non-profit sector and specialized therapy providers.
- ii. In addition, names and qualifications of staff (as shown on staffing plan) dedicated to the project, including detailed education qualifications, descriptions of experience, and explanation of what positions each will hold and what role each will play in the administration of this RFP. Implementation staff shall have at least a bachelor's degree in education, special education, early education or related field with 3 years of experience, good communication skills, experience in designing and implementing training activities and materials and experience in intervention support for young children and are subject to approval of the Coalition. Staff must be available for

training to be determined. Upon contract execution, all staff shall be available for training, team meetings and a desire to collaborate with related-community agencies.

D. Work Plan- Attach a work plan that clearly describes the process that would facilitate ensuring fulfillment of the Project implementation.

- i. Work plan should include project steps, timelines, staff responsible and any other information relevant and specific to the program design.

E. Budget and budget narrative- The Proposal must include a budget /narrative and costs for **Developmental Screening follow-up and Intervention (described above) and Care Coordination Services** with sufficient detail to allow proper evaluation. **At no time shall the Coalition fund indirect administrative costs in excess of five (5) % percent of direct program services for the total Contract amount.**

SECTION 4: INVOICING AND PAYMENT OF INVOICES

The Contract resulting from this RFP will be a Cost Reimbursement contract. The Contractor must submit a Coalition approved invoice form to the Coalition for services rendered per program. The Coalition must approve the invoice format and requirements for supporting documentation.

Timing of payment of invoices by the Coalition to the Contractor and similar issues regarding payment is governed by s. 215.422, F.S.

SECTION 5: CONTRACT PROVISIONS

A draft of the Early Learning Coalition's Core Contract, **Exhibit 14**, contains additional terms and conditions that will be required of the Contractor.

SECTION 6: INSTRUCTIONS TO PROPOSERS

6.1 Response Content

A completed Proposal **must** include the following items:

- (1) Application (**Appendix "B"**)
- (2) **Title Page containing the following**
 - a. Early Learning Coalition of Miami-Dade/Monroe, Inc.
 - b. Titled: **RFP for Developmental Screening Services**
 - c. Request for Proposal Number: **RFP#ELCMDM2016-07**
 - d. Proposer's Name

(3) Proposal Responses

Response should include:

- a. Description of Proposer's expertise in Developmental Screening and Inclusion Services Programs
- b. Description of Proposer's relevant work history in South Florida with non-profit organizations;
- c. Description of Proposer's knowledge of the rules and regulations that govern non-profit funding;
- d. Description of Proposer's plan on how it will render the services requested described in section 3.4 Specifications
- e. Description of Proposer's Developmental Screening and Inclusion Services geared to non-profit organizations;
- f. Description of the Proposer's tools already in place that will be used to provide the services requested;
- g. If the Proposer is under contract with any governmental agency, please provide a detailed description of the nature of the work being performed and the budget amount of the contract; if any such contract provides for an hourly rate for services, Proposer agrees to match the lowest hourly rate under any existing governmental agency contract.
- h. A current certificate of good standing issued by the Florida Department of State along with any other organizational documents sufficient for the purpose of the procurement.
- i. A certificate of general liability insurance coverage listing the Coalition as an additional named insured.

(4) Proposed Budget and budget narrative for each year of the Contract term.

(5) Notice of Intent form (**Exhibit 1**)

(6) Request for Acceptance of Contract Terms and Conditions Form (**Exhibit 2**)

(7) Initial Screening of Fatal Flaws (**Exhibit 3**). **For Coalition use only.**

(8) Quantitative Evaluation Criteria (**Exhibit 4**). **For Coalition use only.**

(9) Request for Proposal Acknowledgement Form (**Exhibit 5**)

(10) Request for Non-Collusive Affidavit (**Exhibit 6**)

(11) Request for Statement of Non Involvement Form (**Exhibit 7**)

(12) Request for Certification Regarding Debarment, Suspension and Other Responsibility Matters Primary Covered Transaction Form (**Exhibit 8**)

- (13) Sworn Statement Pursuant to s 287.133(3)(a), F.S., on Public Entity Crimes Form (**Exhibit 9**)
- (14) Request for Non-Discrimination Statement Form (**Exhibit 10**)
- (15) Request for Certification Regarding Lobbying Form (**Exhibit 11**)
- (16) Request for Certification Regarding Drug-Free Workplace Form (**Exhibit 12**)
- (17) Request for Financial and Compliance Audit Requirements (**Exhibit 13**)
- (18)
- (19) Articles of Incorporation/Organization
- (20) Good Standing Certificate issued by the Florida Department of State

6.2 Format

Respondent(s) shall submit to the Coalition an original and four (4) copies of the responses in a sealed envelope or container, as well as a **single USB storage device containing an electronic copy of their response in PDF format and viewable in Adobe Acrobat Reader.** Each original and copy of the application and supporting documents should have the name of the agency, the program name, and the designation “original” or “copy” clearly marked on each outside cover. Each original or copy shall be bound separately and clearly referenced. The originals and all copies should then be securely sealed in an envelope or other container and clearly labeled “**Application for Developmental Screening and Inclusion Services,**” with the individual program name and submitting agency on the front.

To be considered for evaluation, a respondent’s response must conform to the content and format requirements described herein. Responses must be double-spaced, in twelve (12) point font type on 8.5x11 white paper, with tabbed sections and in sealed envelopes.

All sections, including Application must have consecutive page numbers, beginning with the Application (**Appendix “B”**). Include a standard Table of Contents adding the appropriate page numbers for each section. Page numbering may be done by hand if needed. All response material must be placed in the order outlined. All supporting documents must directly relate to the Application being submitted.

All signatures must be **in blue ink** on the required forms. The signature must be of the designated agent officially authorized to act as the contractual agent for the organization or collaborative partnership.

6.3 Submission

Proposals must be received by the Early Coalition of Miami-Dade/Monroe, Inc., 2555 Ponce de Leon Blvd., Suite 500, Coral Gables, FL 33134, on **September 26, 2016 on or before 12:00 p.m. EST (Coalition's Clock Time)**. A Proposer that submits a Proposal by mail should allow sufficient mail handling time to ensure timely delivery of the Proposal to the Coalition office. No Proposals will be accepted after the submission deadline. Submission by email or facsimile will not be accepted.

6.4 Presentation

The Proposer **must** present their Proposal to the Evaluation Committee on **October 5, 2016** at the Early Learning Coalition's headquarters. The presentation cannot exceed twenty (20) minutes. The Proposer's scheduled time of their presentation will be determined and announced on the Early Learning Coalition's website at www.elcmdm.org. **A Single USB storage device containing an electronic copy of proposal in PDF format and viewable in Adobe Acrobat Reader.**

6.5 Trade Secrets

The Coalition will attempt to afford protection from disclosure of any trade secret as defined in s. 812.081, F.S., where identified as such in the response to this RFP, to the extent permitted under s. 815.04, F.S. Any prospective vendor or Proposer acknowledges, however, that the protection afforded by s. 815.04, F.S., is incomplete and it is hereby agreed by the Proposer and the Coalition that no right or remedy for damages arises from any disclosure.

6.6 Cost of Preparation of Proposal

The Coalition shall not be liable for any costs incurred by a Proposer in responding to this RFP.

6.7 Other Required Information

All Proposers must comply with section 274A of the Immigration and Naturalization Act. Such violation shall cause for rejection of the Proposal, or if subsequently discovered, for unilateral cancellation of the Contract.

APPENDIX "A"
RFP # ELCMDM2016-07

Developmental Screening and Inclusion Services

APPLICATION TIMETABLE / IMPORTANT DATES *

ACTIVITY	DATE	TIME	ADDRESS
Release of RFP for Developmental Screening RFP# ELCMDM 2016-07	August 26, 2016	N/A	Notice of RFP posted on the DOE, Admin Weekly, and ELC websites.
Notice of Intent to Submit Application to be received	September 2, 2016	5:00 PM (EST)	Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 500 Coral Gables, FL 33134
All written inquiries to be received	September 6, 2016	12:00 (EST)	Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 500 Coral Gables, FL 33134
Early Learning Coalition's response to inquiries	September 14, 2016	5:00 PM (EST)	Responses to Inquiries posted on ELC website.
Sealed Applications must be received	September 26, 2016	12:00 PMS (EST)	Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 500 Coral Gables, FL 33134
Initial opening of Applications	September 29, 2016	TBD	Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 500 Coral Gables, FL 33134
First Meeting of the Evaluation Committee And Proposer's Presentations	October 5, 2016	TBD	Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 500 Coral Gables, FL 33134
Proposal Review period for Evaluation Committee	October 6-19, 2016	N/A	Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 500 Coral Gables, FL 33134
Meeting with Evaluation Committee to compile, review and finalize results	October 20, 2016	TBD	Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 500 Coral Gables, FL 33134

Early Learning Coalition's Finance Committee review and approval of Evaluation Committee recommendations	October 26, 2016	TBD	Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 500 Coral Gables, FL 33134
Early Learning Coalition's Board Committee review and approval of Evaluation Committee recommendations	November 7, 2016	TBD	Early Learning Coalition of Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Suite 500 Coral Gables, FL 33134
Posting of Notice of Award	TBD	TBD	Contract Award posted on ELC website.
Initiation of Contract Negotiations	TBD	N/A	TBD
Effective Date of Contract	TBD	N/A	N/A

** All dates and events are subject to change at the discretion of the Early Learning Coalition.*

APPENDIX "B"

RFP # ELCMDM2016-07

Developmental Screening and Inclusion Services

APPLICATION

Early Learning Coalition Miami-Dade/Monroe Application Form

RFP # ELCMDM2016-07

"Developmental Screening Services"

Agency Name: _____

Agency Unit (if applicable): _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Mailing Address (if different): _____

City: _____ **State:** _____ **Zip Code:** _____

Agency Telephone: _____ **Fax Number:** _____

Agency Email Address: _____ **Website Address:** _____

Type of Applicant: _____ **Private, Not-for-Profit Corporation** _____ **Private, For-Profit Corporation** _____
_____ **Public/Government** _____ **Other (specify):** _____
_____ **ent** _____

Federal I.D. #: _____ **Date Agency Established (mo/yr):** _____

Current Annual Agency \$ Budget: _____ **Fiscal Year End (month):** _____

Program/Service Name: _____

Total Amount Requested
(sum of budget requests for all Areas shown in this
Application):

Name/Position of Person Completing
Application:

Email _____ **Phone** _____
Address: _____ **:** _____

Executive _____ **Phone** _____
Director/CEO: _____ **:** _____
Email: _____ **Fax:** _____

Chief Financial Officer _____ **Phone** _____
(If Applicable): _____ **:** _____
Email: _____ **Fax:** _____

Board
President (If
Applicable): _____
Title: _____ **Company:** _____

Mailing
Address: _____
City: _____ **State** _____ **Zip**
: _____ **Code:** _____

Telephone: _____ **Fax**
Number: _____

Email Address: _____

Contact Person Responsible for
Program/Service: _____

Title: _____ **Email**
Address: _____

Program/Service
Address: _____

City: _____ **State:** _____ **Zip**
Code: _____

Telephone: _____ **Fax Number:** _____

Public Relations _____ **Phone:** _____
Contact: _____

Email: _____ **Fax Number:** _____

Applicant
is: (mark
one) _____ **an Existing ELCMDM-funded Provider**
_____ **a New Provider (not previously funded by ELCMDM)**

EXHIBIT 1
RFP # ELCMDM2016-07
Developmental Screening and Inclusion Services

NOTICE OF INTENT TO SUBMIT A PROPOSAL

Name of Company

Contact Person & Title

Signature of Authorized Official

Date

Address

Telephone: _____

Fax: _____

Email: _____

EXHIBIT 2
RFP # ELCMDM 2016-07

Developmental Screening and Inclusion Services

ACCEPTANCE OF CONTRACT TERMS AND CONDITIONS

If the undersigned shall be awarded this contract, the undersigned shall comply with all the terms and conditions specified in the RFP.

Signature of Authorized Official

Date

Name (Print)

Name of Company

*An authorized official is an officer of the Company who has the legal authority to bind the Company to the provisions of this Request for Proposal. This usually is the President, Chairman or the Board, Executive Director, or owner of the entity. A document establishing delegated authority shall be included with the proposal if signed by someone other than the President, Chairman, Executive Director, or owner.

EXHIBIT 3
RFP # ELCMDM 2016-07
Developmental Screening and Inclusion Services

FOR COALITION USE ONLY

Evaluation Committee
Initial Screening of Fatal Flaws and Quantitative Evaluation Criteria

1. Was the response received by the date and time specified in the solicitation?
 Pass (Yes) Fail (No)
2. Does the response provide the vendor's federal tax identification number (**Appendix "B"**)?
 Pass (Yes) Fail (No)
3. Does the response contain a signed and dated Acceptance of Contract Terms and Conditions (**Exhibit 2**)?
 Pass (Yes) Fail (No)
4. Does the response contain a signed and dated Proposal Acknowledgement Form (**Exhibit 5**)?
 Pass (Yes) Fail (No)
5. Does the response contain a signed and dated Non-Collusive Affidavit Form (**Exhibit 6**)?
 Pass (Yes) Fail (No)
6. Does the response contain a signed and dated Statement of No Involvement (**Exhibit 7**)?
 Pass (Yes) Fail (No)
7. Does the response contain a signed and dated Certification Regarding Debarment, Suspension, and other Responsibility Matters Primary Covered Transaction (**Exhibit 8**)?
 Pass (Yes) Fail (No)
8. Does the response contain a signed Sworn Statement Pursuant to s. 287.133(3)(a), F.S., on public entity crimes (**Exhibit 9**)?
 Pass (Yes) Fail (No)
9. Does the response contain a signed and dated Non-Discrimination Statement (**Exhibit 10**)?
 Pass (Yes) Fail (No)
10. Does the response contain a signed and dated Certification Regarding Lobbying (**Exhibit 11**)?
 Pass (Yes) Fail (No)

11. Does the response contain a signed and dated Certification Regarding Drug-Free Workplace **(Exhibit 12)**?

- Pass (Yes) Fail (No)

12. Does the response contain a Financial and Compliance Audit Requirements Form **(Exhibit 13)**?

- Pass (Yes) Fail (No)

13. Does the response provide the Articles of Incorporation?

- Pass (Yes) Fail (No)

EXHIBIT 4
RFP # ELCMDM 2016-07
 Developmental Screening and Inclusion Services

FOR COALITION USE ONLY
Evaluation Committee
Quantitative Evaluation Criteria

Scoring Responses: Each evaluator is to assign a raw score for each evaluation criteria based upon his/her assessment of the solicitation response. The assignment of any individual score should be based upon the factors described below.

<u>Developmental Screening Follow-up and Intervention Services</u>	Maximum Points Allowed
<u>Scoring Factors - General Specifications</u>	7 Points
1. The organizational history and background of successful implementation of prior comprehensive projects provides specific indications for success of this program.	7
<u>Scoring Factors - Program Management</u>	
	45 Points
1. Proposal describes in detail program management scheme including an organizational and program flow chart of program's management.	5
2. Narrative explains the screening follow up process and services for children whose ASQ-3 results indicate a concern as identified in Rule 6M-4.720 (see Attachment 5).	15
3. Narrative explains the screening follow up process and services for children whose ASQ-3 results indicate 3 or more monitoring as identified in Rule 6M-4.720 (see Attachment 5).	15
4. Provide a plan for data reporting.	5
5. Sample reports.	2
6. Narrative provides examples of related-agencies and the ability to collaborate with community agencies.	3
<u>Scoring Factors - Staffing</u>	
	15 Points
1. Staffing narrative provides clear descriptions of each position to be used to implement the work plan.	10
2. Staffing plans indicate exemplary levels of education of identified staff as needed and identified by job responsibilities.	5

<u>Scoring Factors - Work Plan</u>		23 Points
1. Work plan clearly delineates screening follow-up process for all children whose ASQ-3 results indicate a concern or fall within the monitor range.		10
2. Work plan describes organizational understanding of tiered support systems and provides clear implementation plans.		10
3. Work plan clearly indicates staff utilization.		3
<u>Scoring Factors - Budget</u>		10 Points
1. Budget reflects staffing requirements.		4
2. Budget and narrative shows calculations of non-personnel programmatic costs.		3
3. Budget is reflective of limitations of indirect allocations.		3
TOTAL EVALUTION POINTS		100

<u>Care Coordination Services</u>	Maximum Points Allowed
<u>Scoring Factors - General Specifications</u>	7 Points
1. The organizational history and background of successful implementation of prior comprehensive projects provides specific indications for success of this program. Including but not limited to, case management accreditation (i.e. National Committee for Quality Assurance)	7

<u>Scoring Factors - Program Management</u>	45 Points
2. Proposal describes in detail program management scheme including an organizational and program flow chart of program’s management.	5
3. Narrative describes in detail the development of a Memorandum of Understanding (MOU) that is a multidisciplinary and multi-agency, county wide effort to improve care coordination for children at risk for developmental delay/disabilities, as well as children with identified disabilities.	5
4. Narrative describes in detail the care coordination process for children receiving supports from one ELC program and/or community agency.	5
5. Narrative describes in detail the care coordination process for children receiving supports from two or more ELC programs and/or community agencies	5
6. Narrative describes in detail the process of integrating supports amongst multiple programs/and or community agencies.	5
7.	
8. Provide a plan for data tracking, data maintenance and data reporting.	5
9. Sample reports.	5
10. Narrative describes in detail the process intended to inform providers and community agencies of the care coordination services.	5
11. Narrative provides examples of related-agencies and the ability to collaborate with community agencies and community agencies joining the care coordination network.	5

<u>Scoring Factors - Staffing</u>	15 Points
2. Staffing narrative provides clear descriptions of each position to be used to implement the work plan.	10
2. Staffing plans indicate exemplary levels of education of identified staff as needed and identified by job responsibilities.	5

<u>Scoring Factors - Work Plan</u>	23 Points
4. Work plan clearly delineates care coordination process for children receiving supports from one program/community agency	7

5. Work plan clearly delineates care coordination process for children receiving supports from two or more programs/ community agencies.	7
6. Work plan clearly describes an organizational understanding of a Systems Representative Perspective of care coordination.	7
7. Work plan clearly indicates staff utilization.	2

Scoring Factors - Budget	10 Points
4. Budget reflects staffing requirements.	4
5. Budget and narrative shows calculations of non-personnel programmatic costs.	3
6. Budget is reflective of limitations of indirect allocations.	3
TOTAL EVALUTION POINTS	100

EXHIBIT 5
RFP # ELCMDM2016-07
Developmental Screening and Inclusion Services

REQUEST FOR PROPOSAL ACKNOWLEDGEMENT FORM

Proposer Name

Proposer Mailing Address

City

State

Zip Code

Point of Contact

Title

Telephone Number

Fax Number

Email Address

Website Address

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same material, supplies, equipment or services and in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Proposal and certify I am authorized to sign this response and that the offer is in compliance with all requirements of the Request for Proposal, including but not limited to, certification requirements. **THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BELOW BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COALITION MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.**

Typed Name and Title

Signature

Date

EXHIBIT 6
RFP # ELCMDM2016-07
Developmental Screening and Inclusion Services

NON-COLLUSIVE AFFIDAVIT

State of Florida

County of _____

_____ being first duly sworn deposes and says that:

He/she is the (Owner, Partner, Officer, Representative or Agent) of the Proposer that has submitted the attached Proposal;

He/she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

Such Proposal is genuine and is not a collusive or sham Proposal;

Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any Proposer, firm or person to fix the price or prices in the attached Proposal or any other Proposal or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Name and Title of Authorized Representative

Signature

STATE OF _____
COUNTY OF _____

SWORN TO and subscribed before me this ____ day of _____, 2016, by
_____ who is personally known to me or who
produced his/her _____ as identification.

Notary Public - State of Florida
My commission expires: _____

Printed type of stamp

EXHIBIT 7

RFP # ELCMDM2016-07

Developmental Screening and Inclusion Services

STATEMENT OF NO INVOLVEMENT

I, _____, as an authorized representative of _____, certify that no member of this firm or any person having interest in this firm has been:

Awarded a contract by the Early Learning Coalition of Miami-Dade/Monroe, Inc., on a noncompetitive basis to perform a feasibility study concerning the scope of work contained in this solicitation, or participated in drafting this solicitation.

Typed Name of Authorized

Official: _____

Title of Authorized Official: _____

Signature of Authorized Official _____

Date Signed: _____

EXHIBIT 8

RFP # ELCMDM2016-07

Developmental Screening and Inclusion Services

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

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

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the Federal department or agency;
 - (b) Have not within a three-year period preceding this Proposal been convicted of, or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicated for, or otherwise criminally or civilly changed by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Proposal.

Name and Title of Authorized Representative

Name of Company

Signature

Date

EXHIBIT 9
RFP # ELCMDM2016-07

Developmental Screening and Inclusion Services

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

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

1. This sworn statement is submitted by _____ for _____, whose business address is and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, the Social Security Number of the individual signing this sworn statement: _____)

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(a), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or Contract for goods and services to be provided to any public entity or any agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

3. I understanding the “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statues, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of recording relating to charges brought by indictment or information after July 1, 1989, as result of jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- a. A predecessor or successor of a person convicted of a public entity crime;
or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” included those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of

equipment or income among persons when not fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or the United States with the legal power to enter into a binding Contract and which bids or applies to bid on Contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement, {Please indicate which statement applies}

____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. And (Please indicate which additional statement applies).

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

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charges with and convicted of a public entity crime within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

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

Name and Title of Authorized Representative

Signature

STATE OF _____
COUNTY OF _____

SWORN TO and subscribed before me this ____ day of _____, 2016, by _____ who is personally known to me or who produced his/her _____ as identification.

Notary Public - State of Florida
My commission expires: _____

Printed type of stamp

EXHIBIT 10
RFP # ELCMDM2016-07

Developmental Screening and Inclusion Services

NON-DISCRIMINATION STATEMENT

Public Law 105-220, Sec. 188 Nondiscrimination (a) *In General*

- (1) Federal financial assistance – For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C.2000d et seq.), programs and activities funded or other financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
- (2) Prohibitions of discrimination regarding participation, benefits, and employment. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such programs or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education amendments of 1972[20 U.S.C. 1681 et seq]), national origin, age, disability, or political affiliation or belief.
- (3) Prohibition on assistance for facilities for sectarian instruction or religious worship. Participants shall not be employed under this chapter to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).
- (4) Prohibition on discrimination on basis of participant status. No person may discriminate against an individual who is a participant in a program or activity that receives funds under this chapter, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.
- (5) Prohibition on discrimination against certain noncitizens. Participation in programs and activities or receiving funds under this chapter shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

The undersigned has read and agreed to the statements described above.

Name and Title of Authorized Representative

Name of Company

Signature

Date

EXHIBIT 11
RFP # ELCMDM2016-07

Developmental Screening and Inclusion Services

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements.

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

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

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

Name and Title of Authorized Representative

Name of Company

Signature

Date

EXHIBIT 12
RFP # ELCMDM2016-07

Developmental Screening and Inclusion Services

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

Pursuant to the Drug Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR 98, Subpart F and 45 CFR part 82.

I, _____, the undersigned, in representation of _____, the Provider, attest and certify that the Provider will provide a drug-free workplace, by the following actions.

- A. Publishing a statement of notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Provider's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - 1. The dangers of drug abuse in the workplace.
 - 2. The policy of maintaining of drug-free workplace.
 - 3. Any available drug counseling, rehabilitation and employee assistance programs.
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- C. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph A.
- D. Notifying the employee in the statement required by paragraph A that, as a condition of employment under the Agreement, the employee will:
 - 1. Abide by the terms of the statement.
 - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
- E. Notifying the agency in writing ten (10) calendar days after receiving notice under subparagraph D.2. from an employee or otherwise receiving actual notice of such conviction. Provide such notice of convicted employees, including position title, to

every Grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number (s) of each affected Contract/Grant.

- F. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph d.2., with respect to any employee who is so convicted.
 - 1. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973 as amended.
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local, health, law enforcement or other appropriate agency

- G. Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs A, B, C, D, E and F.

CERTIFICATION

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

Name and Title of Authorized Representative

Name of Company

Signature

Date

EXHIBIT 13

RFP # ELCMDM2016-07

Developmental Screening and Inclusion Services

FINANCIAL AND COMPLIANCE AUDIT REQUIREMENTS

This attachment is applicable if the Contractor is any State or local government entity, non-profit organization, or for-profit organization. For State or local government entities, a Single Audit performed by the Auditor General shall satisfy the requirements of this attachment. If the Contractor does not meet any of the requirements below, no audit is required by this attachment.

PART I: FEDERAL REQUIREMENTS

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

In the event the recipient expends \$500,000 or more in Federal awards during its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. In determining the Federal awards expended during its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Children & Families. The determination of amounts of Federal awards expended should be in accordance with guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part. In connection with the above audit requirements, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A133, as revised.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

PART II: STATE REQUIREMENTS

This part is applicable if the recipient is a non-state entity as defined by Section 215.97(2)(m), Florida Statutes.

In the event the recipient expends \$500,000 or more in state financial assistance during its fiscal year, the recipient must have a State single or project-specific audit conducted in accordance with Section 215.97, Florida Statutes; applicable rules of the Executive Office of the Governor, the Chief Financial Officer and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial

assistance expended during its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Children & Families, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.

In connection with the audit requirements addressed in the preceding paragraph, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 or 10.650, Rules of the Auditor General.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

Name and Title of Authorized Representative

Name of Company

Signature

Date

EXHIBIT 14
RFP # ELCMDM2016-07
Developmental Screening Inclusion Services

SAMPLE CONTRACT

(See attached)