



**REQUEST FOR PROPOSALS (NO. 0411)
FISCAL YEAR (FY) 2011 HUMAN AND SOCIAL SERVICES
COMMUNITY-BASED ORGANIZATION FUNDING**

**ATTENDANCE AT ONE PRE-PROPOSAL CONFERENCE
IS STRONGLY ENCOURAGED**

ISSUING DEPARTMENT:

**Miami-Dade County, Office of Grants Coordination
Stephen P. Clark Center
111 NW 1st Street, 19th Floor
Miami, Florida 33128**

**RFP Contracting Officer: Daniel T. Wall, Director
Telephone: (305) 375-4742 & Fax: (305) 375-4049
DTW@miamidade.gov**

**PROPOSALS ARE DUE AT THE ADDRESS SHOWN BELOW
NO LATER THAN MONDAY, JULY 22, 2010 BY 2:00 P.M.**

AT THE

**CLERK OF THE BOARD OF COUNTY COMMISSIONERS
STEPHEN P. CLARK CENTER
111 NW 1st STREET, SUITE 17-202
MIAMI, FLORIDA 33128-1983**

THE CLERK OF THE BOARD BUSINESS HOURS ARE 8:00 A.M. TO 4:30 P.M., MONDAY THROUGH FRIDAY. THE CLERK OF THE BOARD IS CLOSED ON HOLIDAYS OBSERVED BY THE COUNTY. ALL PROPOSALS RECEIVED AND TIME STAMPED BY THE CLERK OF THE BOARD PRIOR TO THE PROPOSAL SUBMITTAL DEADLINE SHALL BE ACCEPTED AS TIMELY SUBMISSIONS. THE CIRCUMSTANCES SURROUNDING ALL PROPOSALS RECEIVED AND TIME STAMPED BY THE CLERK OF THE BOARD AFTER THE PROPOSAL SUBMITTAL DEADLINE WILL BE EVALUATED BY THE ISSUING DEPARTMENT IN CONSULTATION WITH THE COUNTY ATTORNEY'S OFFICE TO DETERMINE WHETHER THE PROPOSAL WILL BE ACCEPTED AS TIMELY. PROPOSALS WILL BE OPENED PROMPTLY AT THE TIME AND PLACE SPECIFIED. THE RESPONSIBILITY FOR SUBMITTING A PROPOSAL ON OR BEFORE THE STATED TIME AND DATE IS SOLELY AND STRICTLY THE RESPONSIBILITY OF THE PROPOSER. THE COUNTY WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY MAIL DELIVERY OR CAUSED BY ANY OTHER OCCURENCE. ALL EXPENSES INVOLVED WITH THE PREPARATION AND SUBMISSION OF PROPOSALS TO THE COUNTY, OR ANY WORK PERFORMED IN CONNECTION THEREWITH, SHALL BE BORNE BY THE PROPOSER(S). REQUESTS FOR ADDITIONAL INFORMATION OR INQUIRIES MUST BE MADE IN WRITING AND RECEIVED BY THE COUNTY'S CONTACT PERSON LISTED ABOVE. THE COUNTY WILL ISSUE RESPONSES TO INQUIRIES AND ANY CHANGES TO THIS SOLICITATION IT DEEMS NECESSARY IN WRITTEN ADDENDA ISSUED PRIOR TO THE PROPOSAL DUE DATE. PROPOSERS WHO OBTAIN COPIES OF THIS SOLICITATION FROM SOURCES OTHER THAN THE COUNTY'S OFFICE OF GRANTS COORDINATION OR ITS WEBSITE AT http://www.miamidade.gov/Grants/RFP/rfp_0411.asp RISK THE POSSIBILITY OF NOT RECEIVING ADDENDA AND ARE SOLELY RESPONSIBLE FOR THOSE RISKS.

**MIAMI-DADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT
DISCRIMINATE BASED ON AGE, GENDER, RACE, OR DISABILITY.**

FY 2011 HUMAN AND SOCIAL SERVICES COMMUNITY-BASED ORGANIZATION FUNDING REQUEST FOR PROPOSALS NO. 0411

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FY 2011 HUMAN AND SOCIAL SERVICES COMMUNITY-BASED ORGANIZATION FUNDING REQUEST FOR PROPOSALS (RFP) NO. 0411

1.0 Project Overview and General Terms and Conditions

Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade County Office of Grants Coordination (OGC) is soliciting proposals from non-profit 501(c)(3) organizations, including churches, for the provision of human and social services for Miami-Dade County residents. The County anticipates awarding an annual contract with up to two one year options to renew with a Contract Period starting April 1, 2011 through March 31, 2012.

1.1 Definitions

The following words and expressions used in this Solicitation shall be construed as follows, except when it is clear from the context that another meaning is intended:

1. The word "Contractor" to mean the Proposer that receives any award of a contract from the County as a result of this Solicitation, also to be known as "the prime Contractor."
2. The word "County" to mean Miami-Dade County, a political subdivision of the State of Florida.
3. The word "Proposer" to mean the person, firm, entity, or organization submitting a response to this Solicitation.
4. The words "Scope of Services" to mean Section 3.0 of this Solicitation, which details the work to be performed by the Contractor.
5. The word "Solicitation" to mean this Request for Proposals (RFP) or Request for Qualifications (RFQ) document, and all associated addenda and attachments.
6. The word "Subcontractor" to mean any person, firm, entity, or organization, other than the employees of the Contractor, who contracts with the Contractor to furnish labor, or labor and materials, in connection with the Services to the County, whether directly or indirectly, on behalf of the Contractor.
7. The words "Work," "Services," "Program," or "Project" to mean all matters and things that will be required to be done by the Contractor in accordance with the Scope of Services and the terms and conditions of this Solicitation.
8. The word "Department" to mean the Office of Grants Coordination (OGC).

1.2 General Proposal Information

The County may, at its sole and absolute discretion, reject any and all or parts of any or all responses; accept parts of any and all responses; further negotiate project scope(s) and budget(s); postpone or cancel at any time this Solicitation process; or waive any irregularities in this Solicitation or in the responses received as a result of this process. Proposers may take exceptions to any of the terms of this Solicitation unless the Solicitation specifically states where exceptions may not be taken. The County may accept or reject the exceptions at its sole discretion and the Proposer's proposal shall be binding on the Proposer as if submitted without exception. The County reserves the right to request and evaluate additional information from any respondent after the submission deadline as the County deems necessary.

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to the County contact person for this Solicitation, prior to the proposal due date or upon the expiration of 180 calendar days after the opening of proposals.

Proposers are hereby notified that all information submitted as part of, or in support of proposals will be available for public inspection after opening of proposals, in compliance with Chapter 119, Florida Statutes, popularly known as the "Public Record Law." The Proposer shall not submit any

information in response to this Solicitation which the Proposer considers to be a trade secret, proprietary, or confidential. The submission of any information to the County in connection with this Solicitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to Proposer. In the event that the Proposer submits information to the County in violation of this restriction, either inadvertently or intentionally, and clearly identifies that information in the proposal as protected or confidential, the County shall endeavor to redact and return that information to the Proposer as quickly as possible, and if appropriate, evaluate the balance of the proposal. The redaction or return of information pursuant to this clause may render a proposal non-responsive.

Any Proposer who, at the time of proposal submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law, may be found non-responsive. To request a copy of any ordinance, resolution and/or administrative order cited in this Solicitation, the Proposer must contact the Clerk of the Board at (305) 375-5126.

1.3 Cone of Silence

Pursuant to Section 2-11.1(t) of the Miami-Dade County Code, as amended, a "Cone of Silence" is imposed upon each RFP or RFQ after advertisement and terminates at the time a written recommendation is issued. The Cone of Silence prohibits any communication regarding RFPs or RFQs between, among others:

- potential Proposers, service providers, lobbyists or consultants **and** the County's professional staff including, but not limited to, the County Manager and the County Manager's staff, the Mayor, County Commissioners, or their respective staffs;
- the Mayor, County Commissioners or their respective staffs **and** the County's professional staff including, but not limited to, the County Manager and the County Manager's staff; or
- potential Proposers, service providers, lobbyists or consultants, any member of the County's professional staff, the Mayor, County Commissioners or their respective staffs **and** any member of the respective selection committee.

The provisions do not apply to, among other communications:

- oral communications with the staff of the Vendor Assistance Unit, the responsible Contracting Officer, provided the communication is limited strictly to matters of process or procedure already contained in the solicitation document;
- oral communications at pre-proposal conferences, oral presentations before selection committees, contract negotiations during any duly noticed public meeting, public presentations made to the Board of County Commissioners during any duly noticed public meeting; or
- communications in writing at any time with any county employees, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFP or RFQ documents.

When the Cone of Silence is in effect, all potential vendors, service providers, bidders, lobbyists and consultants shall file a copy of any written correspondence concerning the particular RFP or RFQ with the Clerk of the Board, which shall be made available to any person upon request. The County shall respond in writing (if County deems a response necessary) and file a copy with the Clerk of the

Board, which shall be made available to any person upon request. Written communications may be in the form of e-mail, with a copy to the Clerk of the Board at CLERKBCC@MIAMIDADE.GOV.

1.4 Public Entity Crimes

Pursuant to Paragraph 2(a) of Section 287.133, Florida Statutes, a person 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 contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two (\$10,000) for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

1.5 Lobbyist Contingency Fees

A) In accordance with Section 2-11.1(s) of the Code of Miami-Dade County, after May, 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.

B) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Manager or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

1.6 Collusion

Pursuant to sections 2-8.1.1 and 10-33.1 of the Code of Miami-Dade County a Proposer shall certify by completing and executing a Collusion Affidavit, attached hereto as Appendix H, that they are not related to any of the parties bidding in the competitive solicitation, and that the Proposer's proposal is genuine and not a sham or is collusive or made in the interest or on behalf of any person not named in the Collusion Affidavit. The Proposer must also certify that they have not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing. The Proposer shall further certify that they have not in any manner sought by collusion to secure to the Proposer an advantage over any other proposer.

Failure to provide a Collusion Affidavit within five (5) business days after the recommendation to award has been filed with the Clerk of the Board shall be cause for the contractor to forfeit their bid/proposal.

1.7 Background

On April 8, 2008, the Board of County Commissioners (BCC) approved the model process for the solicitation and allocation of funding for Community-Based Organizations (CBOs) providing human and social services and established the Community-Based Organization Advisory Board (CBOAB). The CBOAB is comprised of twenty-one (21) members representing community, business, civic, education, non-profit, social service, service recipient, and religious groups, including the following organizations: United Way of Miami-Dade, The Children's Trust, Dade Community Foundation, Greater Miami Chamber of Commerce, National Association for the Advancement of Colored People, Greater Miami Religious Leaders Coalition, and the Alliance for Aging, Inc. The CBOAB is primarily

charged with the responsibility of recommending to the BCC policies, goals, objectives, and strategic investments related to Human and Social Services CBO Funding.

To this end, the CBOAB met several times during the months of October, November, and December 2008 to hear presentations from local experts and representatives of other funding sources, review community needs assessment data, obtain input from non-profit service providers and CBOs, and discuss and formulate recommendations for the Board. The meetings were facilitated by the Director and staff of the Office of Grants Coordination and staff from the County Executive Office. There were also four Community Needs Forums held in various locations throughout the County on evenings and weekends. These meetings and discussions culminated in a daylong retreat on December 19, 2008 where the CBOAB finalized its recommendations to the BCC. In developing its recommendations the CBOAB took into consideration community needs, an inventory of local funding of human, social, and criminal justice-related services from County and non-County sources, and current and past levels of funding from the County. Decisions were made utilizing a consensus-based process, and all final recommendations were adopted by a formal vote of the members.

The CBOAB adopted a funding framework that emphasized the importance of developing a Request for Proposal (RFP) process that is data-driven, research-based, and would be inclusive and responsive to all sectors of Miami-Dade County. The CBOAB adopted the following Vision and Guiding Principles for the design and development of this RFP:

Vision: A prosperous and dynamic Miami-Dade County where residents are able to live, work, and be safe in their communities; where basic needs are met and residents are working towards self sufficiency; where residents are healthy; where there is appreciation, appropriateness, and sensitivity towards the diversity of our community; where individuals can fulfill their potential to become productive citizens, and where those least able to look after themselves are cared for.

Guiding Principles:

- Funding should focus on prevention, early intervention, and preventing institutionalization
- Programs and services must be effective, fit community need(s), and be accountable based on the relative size of investment
- Multi-year funding should be based on an annual review of provider performance
- Local funds should be utilized to leverage other non-County funding
- Reasonable administrative costs should be allowed
- Maintain continuity of community-based services
- Programs and services should be based, wherever possible, on proven practices, be evidence-based, have a proven track record, and be scale appropriate
- Programs and services should be culturally appropriate and client-centered
- Funding should promote community/consumer leadership, citizenship, and civic participation
- Increase the emphasis on training and employment due to economic circumstances
- Funding should promote cooperation and collaboration among agencies
- The funding process should be flexible and services should be comprehensive and holistic
- County support should be used to supplement, not supplant funding from other sources

On May 5, 2009, the Miami-Dade County Board of County Commissioners unanimously adopted Resolution No. R-541-09, which approved the human and social services community-based

organization funding and RFP process, service priority areas, and percentage allocations for funding commencing FY 2010-11. This resolution was based on the funding, contracting, and outcome measurement recommendations adopted by the CBOAB on December 19, 2008 and as amended on March 24, 2009. However, due to the County's Fiscal Year 2009-10 budget process, the RFP was postponed and continuation contracts (with decreased allocations) were awarded instead.

On April 6, 2010 the Board of County Commissioners authorized the advertisement and solicitation of RFP No. 0411 (Resolution No. 380-10) with the majority of the CBOAB recommendations in place.

1.8 PROJECTED FUNDING LEVELS

The following service priority areas are fully described in ***Section 3.0, Scope of Services***, of this RFP. **The final amounts to be awarded in each category are subject to the availability of County CBO funds as determined during the Fiscal Year 2010 – 2011 Budget Hearings that will be conducted in September 2010. There is no guarantee that funds will be allocated for community-based human and social services.**

Miami-Dade County has established a goal of awarding five percent (5%) of the total available funds to small community-based organizations (Defined in Section 2.0 of this RFP). The total allocation to small organizations will be across all service priorities.

Service Priority Area	% Allocation
I. Basic Needs	12.5%
II. Children and Adults with Disabilities	6.5%
III. Children, Youth and Families	21.5%
IV. Criminal Justice	15.0%
V. Elder Needs	13.5%
VI. Health	4.0%
VII. Immigrants/New Entrants	4.0%
VIII. Other, including Community Economic Development	2.0%
IX. Special Needs	16.0%
X. Workforce Development	4.0%
XI. Parks Programming	Separate Allocation
XII. Evaluation Plan (Separate Solicitation)	1.0%
TOTAL	100.0%

2.0 RFP Requirements

- A. Eligibility to apply for CBO funding is limited to 501(c)(3) organizations including churches. An IRS letter of determination of 501(c)(3) status dated prior to the RFP submission deadline must be included as part of the agency's proposal submission. **Include this documentation as directed in Section 8.0 of this RFP.** Failure to satisfy this requirement will render the proposal as non-responsive.
- B. Multiple Applications: Proposer organizations may NOT submit multiple applications for the same program under more than one service priority area. An agency that chooses to submit multiple program requests must do so in a single application.
- C. Targeted Areas: The County is seeking proposals countywide and will give priority to the provision of services in high need and/or underserved geographic areas. Up to five extra points will be awarded to proposals offering services in or with a clear and feasible plan to provide services to residents from: Neighborhood Revitalization Strategy Areas (NRSA); Targeted Urban Areas (TUA); Enterprise Zone; Magic City Zone; or other statutorily-defined human and social services high risk/high need areas.
- D. Funding Cap: The maximum amount of funding that any one organization can be awarded from this RFP cannot exceed \$1,000,000.
- E. Administrative Cost Cap: Administrative costs may not exceed 15% of the total funding received for any one program. Evaluation/Selection Committee members and staff may determine a more appropriate lesser percentage for Proposers receiving funding allocations under multiple funding categories from this RFP.
- F. Small CBOs: The BCC has established a goal of awarding five percent (5%) of the total amount of funding available through this RFP for small CBOs that respond to the identified social and human service priorities. For purposes of this RFP, a small CBO is defined as an organization with an annual operating budget of \$500,000 or less.
- G. Miami-Dade County Oversight: The Office of Grants Coordination (Department) is responsible for the continued development and implementation of the Human and Social Services CBO funding process, including contract oversight and administration and management of the provider process.
- H. Copies of the Miami-Dade County Request for Proposal No. 0411, "Human and Social Services Community-Based Organization Funding," are available at the following location:

Miami-Dade County
Office of Grants Coordination
Stephen P. Clark Center
111 NW 1st Street
19th Floor
Miami, FL 33128
(305) 375-4742

OR, a copy of all RFP files and subsequent addendum may be downloaded, after registering as a potential proposer, at http://www.miamidade.gov/Grants/RFP/rfp_0411.asp.

3.0 Scope of Services

It is within the parameters of this RFP that at the sole discretion of the County, the County may allow renegotiation of the contract scope within the same service category or priority area in executing contracts as provided for in this RFP.

I. Special Needs

This category of service includes the following areas:

o Programs providing services to victims of domestic violence or sexual assault

Activities in this service priority include but are not limited to:

- o Training of first responders to address children's needs
- o Emergency housing/shelter for victims with adolescent children
- o Community education and training in all aspects of domestic violence including the elderly, persons with disabilities, and immigrants and new entrants
- o Programs for youth victims of sexual assault
- o Specialized services for children who are witnesses of domestic violence

Examples of performance/outcome measures:

- o 100% of domestic violence survivors will be referred to the nearest domestic violence center for services, as needed
- o 75% of domestic violence participants will follow a safety plan for at least 90 days following initial contact

o Programs providing countywide mental health services

Activities in this service priority include but are not limited to:

- o Comprehensive services to mentally ill adults with co-occurring disorders
- o Mental health treatment and post-treatment services to children and adults
- o Employment training and services to mentally ill adults
- o Mental health jail diversion services

Examples of performance/outcome measures:

- o 100% of clients are linked to permanent housing upon discharge
- o 100% of clients will receive targeted case management services

o Matching funds support for programs providing countywide and neighborhood-based homeless services

Activities in this service priority include but are not limited to:

- o Homeless prevention case management including assessment and one-time rental subsidies
- o Expansion of homeless outreach services
- o Assistance to homeless persons in obtaining vital identification and personal documents
- o Rental and eviction assistance services

Examples of performance/outcome measures:

- 100% achievement of performance measures required by the Miami-Dade County Homeless Trust for the housing programs and/or services receiving funding
- **Countywide and neighborhood-based substance abuse treatment programs to include prevention and education services to children and young adults**

Activities in this service priority include but are not limited to:

- Services to children of parents who are substance abusers and to parents of children who are substance abusers
- Services to substance abusers with co-occurring disorders in a pre-trial program
- Services to youth and adults diagnosed with co-occurring disorders that include step-down phases to facilitate individual integration into the community
- Post-treatment recovery programs that aim to keep the family intact and facilitate post-treatment employability and educational skills with emphasis on services to farm workers and victims of abuse or domestic violence

Examples of performance/outcome measures:

- 70% of adult clients will successfully complete treatment
- 50% of program participants will remain clean and sober after ninety (90) days

II. Children, Youth, and Families

- **Programs supporting community-wide core services for children, youth, and families**

Activities in this service priority include but are not limited to:

- Parenting services aimed to prevent and reduce instances of child neglect/abuse
- Supportive services for young adults transitioning from foster care to independent living
- Services for relative care givers
- Positive youth development to include health education and life skills training
- Alternative choices to youth and families
- Teen parenting skills and development
- School readiness and academic performance improvement services
- After school programs
- Stay in school and parental skills training
- Shelter for at-risk youth

Examples of performance/outcome measures:

- 80% of children will improve one grade level in reading/math after completion of tutoring sessions
- 80% of youth will increase knowledge of health education as measured by pre and post-test scores

III. Immigrants/New Entrants

- **Programs providing services to immigrants and new entrants who are currently not eligible to receive federally-funded services**

Activities in this service priority include but are not limited to:

- Community-based adaptation and socialization (acculturation facilitation services)
- Facilitating access to social services and academic and vocational training
- Legal services for immigrants (documented and undocumented)
- Services to immigrant farm workers

Examples of performance/outcome measures:

- 75% of immigrant farm workers will have access to case management services
- 75% of immigrants/new entrants will be placed and employed after completing vocational training

IV. Basic Needs

- **Programs targeting poverty and hunger**

Activities in this service priority include but are not limited to:

- Food recovery and distribution
- Nutritional education and referral to services
- Neighborhood-based helpers for service access, education, and public benefit enrollment
- Development and/or expansion of one-stop comprehensive services/activities to address hunger and poverty needs
- Financial literacy and predatory lending educational services
- Bulk purchases of basic essentials
- Maintenance of safe living environments

Examples of performance/outcome measures:

- 100% of elderly participants will have access to hurricane supplies
- 100% of low income participants will have access to low cost home repairs

V. Elder Needs

- **Programs supporting countywide and/or neighborhood-based elder care services**

Activities in this service priority include but are not limited to:

- Nutrition Services
- Home-based services for frail elderly
- Respite care for caregivers and elders
- Linkage to services after discharge from a medical facility
- Early intervention services to maintain a safe and stable environment
- Transportation services for elderly clients
- Adult day care center services
- Center-based socialization and recreational services
- Respite care to caregivers/relatives of elderly clients living with Alzheimer's

Examples of performance/outcome measures:

- o 100% of elder program participants will experience decreased isolation as measured by Quality of Life indicators
- o 100% of elder program participants will have improved access to their medical appointments

VI. Criminal Justice: Evidence-based program and service models recommended by the Youth Crime Task Force and the Dade-Miami Criminal Justice Council. Programs offering services for criminal justice-involved youth, families, and others.

Activities in this service priority include but are not limited to:

- o Family Empowerment Programs (FEP)
- o Improving Community Control (ICC)
- o Girls Intervention Program (GIP)
- o Juvenile Weapons Offender Program (JWOP)
- o Family Intervention Services: FUNCTIONAL FAMILY THERAPY (FFT)
- o Family Intervention Services: MULTISYSTEMIC THERAPY (MST)
- o Family Intervention Services: BRIEF STRATEGIC FAMILY THERAPY (BSFT)
- o Family Intervention Services: MULTI-DIMENSIONAL FAMILY THERAPY (MDFT)
- o School Advocacy and Mentoring Services (SAMS)
- o 12 and Under Project - SNAP™
- o Serious Habitual Offender Siblings (SHO Sib)
- o Gang Prevention and Intervention Program
- o Juvenile Drug Court Support: Assessment and Case Management

PLEASE NOTE: Organizations that plan to apply for Youth Crime Task Force or Dade-Miami Criminal Justice Council funding in this category must visit the following website: http://www.miamidade.gov/Grants/RFP/rfp_0411.asp in order to download more detailed descriptions and performance/outcome measures of the approved science and evidence-based interventions that will be funded in this category.

VII. Health

- **Programs offering preventative health and promoting access to health services**

Activities in this service priority include but are not limited to:

- o HIV/AIDS Prevention and Early Intervention Services for high-risk residents
- o Programs to educate consumers on health literacy and how to access services
- o Programs for expanding worksite wellness initiatives
- o Home delivered meals to low income medical patients
- o Health and wellness programs for the community
- o Access to health programs: community health workers to work with communities and neighborhoods at-large
- o Access to health programs: health navigators and/or case managers
- o Health education for children

Examples of performance/outcome measures:

- 90% of program participants will increase their knowledge of HIV transmission as measured by pre and post-test scores
- 75% of program participants will stop smoking for ninety (90) days or more

VIII. Workforce Development

• **Programs supporting countywide employment and training**

Activities in this service priority include but are not limited to:

- Vocational mentoring program for at-risk youth
- Coaching for hard-to-serve job seekers
- Demonstration employment and job readiness programs
- Community education and training on the employment and vocational needs of hard-to-serve job seekers
- Teen employment programs
- Workforce development
- Summer youth employment

Examples of performance/outcome measures:

- 75% of program participants will be placed and employed within the program year
- 90% of youth will retain their employment throughout the summer

IX. Children and Adults with Disabilities

Programs offering services for the developmentally disabled, and those programs supporting countywide core service programs for children and adults with physical and sensory disabilities

Activities in this service priority include but are not limited to:

- Resource specialists to assist children and adults with developmental disabilities to access services in the location of their choice and to assist children aging out of child services
- Outreach and education programs on adaptive/special equipment and disaster preparedness
- In-home support and out of home services and therapies for adults with physical, sensory, or developmental disabilities
- Services to facilitate transitioning from school to work
- Respite support for caregivers and adults with physical, sensory, or developmental disabilities
- Supervised out of school care or after work care for children and adults with physical, sensory, or developmental disabilities
- Cultural enhancement activities for children and adults with physical, sensory, or developmental disabilities
- Job training for disabled persons and other special populations
- Cultural enhancement and recreational activities for children with disabilities
- Transportation for disabled adults and children
- Community-based services for children and adults with physical, sensory, or developmental disabilities

Examples of performance/outcome measures:

- 75% of program participants will be placed and employed within the program year
- 100% of program participants will have improved access to their medical appointments

X. Other

- **Linkages to service provision**
- **Legal services to low-income residents**
- **Gay, Lesbian, Bisexual, and Transgender (GLBT) services**
- **Transportation services**
- **Diversion and re-entry for recently incarcerated individuals**
- **Community economic development programs**
- **Other**

Activities in this service priority include but are not limited to:

- Information and referral services
- Non-immigration legal services
- Human service-related transportation services
- Literacy proficiency and job readiness for incarcerated individuals at their point of entry, during their incarceration, and upon release
- Offender diversion programs
- Technical support to small businesses
- Other programs and services not included in one of the service priority areas listed above

Examples of performance/outcome measures:

- 100% of program participants will have improved access to needed services
- 85% of program participants will increase their reading skills as measured by pre and post-test scores

XI. Parks Programming

- **Participatory recreational activities for youth or persons with disabilities in public parks or facilities open to the general public**

Activities in this service priority include but are not limited to:

- After school recreational programs
- Purchase of supplies and equipment for recreational activities
- Transportation services
- Instructional coaching and umpiring services

Examples of performance/outcome measures:

- 100% of program participants will have improved access to recreational services
- 100% of program participants will have access to safe and new sporting goods and equipment

PLEASE NOTE: The following are only some examples of performance/outcome measures that you may chose to use in your program narrative. It is important that your proposal/program includes

relevant performance and outcomes measures that reflect your program's ultimate goals. In other words, how will your program delivery make your target population better off for having received your services (i.e., safer, healthier, more informed, etc.)? It is equally important that your outcomes are measurable and that you have the infrastructure and data management systems in place to track your program outcomes.

4.0 Audit Requirements

Proposers must submit, as directed in Section 8.0 of this RFP, one complete copy of your organization's most current certified audit attached ONLY to the original application verifying that the agency is on sound financial footing and able to implement a funded service on a reimbursement basis. Financial statements do not represent a complete audit. Therefore, if a certified audit is not available, financial statements and detailed plans to comply with contractual audit requirements must be submitted as part of the proposal narrative. At a minimum, your organization's IRS Form 990 must be submitted in the name of the Proposer organization or the proposal will be considered non-responsive and may not be forwarded to an Evaluation/Selection Committee.

5.0 Application Procedures and Timeline

5.1 FY 2011 Human and Social Services CBO Funding RFP No. 0411 Anticipated Timeline

4/6/10	Approval of CBO Advisory Committee Recommendations by the Board of County Commissioners (BCC)
5/27/10	RFP Released (1:00 p.m.)
6/15 – 6/26/10	Pre-Proposal Conferences throughout the week and throughout the County (see schedule below)
6/23/10	Deadline for Receipt of Written Questions (5:00 p.m.)
6/30/10	1) Deadline for Non-Binding Letters of Intent to Apply 2) RFP Addendum posted to OGC Website
7/22/10	Proposal Submission Deadline (2:00 p.m.)
7/26 – 8/6/10	Staff Review and Sorting of Proposals
8/9 – 8/11/10	Cure Period
8/23 and 8/25/10	Selection Committees Kickoff Meetings
9/13/10 – 10/15/10	Review/Selection Committee Process
10/29/10	County Manager Issues Preliminary Recommendations for Grant Awards
10/30 – 12/21/10	Notify Proposers and Appeals Process Starts/Ends
11/9/10	County Manager Makes Final Recommendations for Grant Awards
11/13/10	BCC HCDC Meeting

12/16/10	BCC Meeting
1/4/11 – 3/31/11	Contract Negotiation and Execution Process
4/1/11	Anticipated Contract Period Begins

5.2 Designated Contact Person and Technical Assistance

Miami-Dade County is committed to providing technical assistance to prospective Proposers for this RFP. Questions must be submitted in writing, and received by US mail, fax, or e-mail no later than 5:00 p.m., Thursday, June 23, 2010. Proposers for these funds are encouraged to submit any written questions about the programmatic or technical aspects of this RFP in writing to the County by delivery, fax, or e-mail by this deadline.

Please address all correspondence to the Designated Contact Person for this RFP:

Daniel T. Wall, Director
Office of Grants Coordination
111 NW 1st Street, 19th Floor
Miami, Florida 33128
(305) 375-4742
Fax: (305) 375-4049
E-mail: DTW@miamidade.gov

Under the Cone of Silence provisions described in Section 1.3 of this RFP, the written submission of questions or attendance at a Pre-Proposal Conference will be the only opportunities to ask technical questions about this RFP.

5.3 Pre-Proposal Conferences

Attendance at one scheduled Pre-Proposal Conference to be conducted by Miami-Dade County is **strongly encouraged**. These sessions will provide an opportunity for Proposers to raise questions about any requirements of this RFP.

Pre-Proposal Conferences will be held on the following dates and times:

- 1) Joseph Caleb Center Auditorium, 5400 NW 22nd Avenue, Miami, FL 33142, Wednesday, June 16, 2010, 9:00 am – 12:00 pm;
- 2) West Dade Regional Library, 9445 Coral Way, Miami, FL 33165, Monday, June 21, 2010, 5:00 pm – 8:00 pm;
- 3) North Dade Regional Library, 2455 NW 183rd Street, Miami, FL 33056, Wednesday, June 23, 2010, 5:00 – 8:00 pm;
- 4) South Dade Government Center, 10710 SW 211th Street, Cutler Bay, FL 33189, Friday June 25, 2010, 9:00 am – 12:00 pm; and
- 5) Main Library, 101 W. Flagler Street, Miami, FL 33130, Saturday, June 26, 2010, 2:00 pm – 5:00 pm.

5.4 Non-Binding Letter of Intent to Apply

A non-binding Letter of Intent to apply is due by 5:00 p.m. on Thursday, June 30, 2010. The Letter of Intent should be submitted on your organization's letterhead and include your organization's name, address, telephone number, fax number, e-mail address, contact person name, and the service priority(ies) area(s) for which your organization intends to apply. Please remember that you

may apply in more than one priority area. However, only one application may be submitted by any organization. The application may contain multiple programs in multiple service priority areas. The Letter of Intent to Apply must be sent in writing by delivery, fax, or e-mail to the Contracting Officer listed on the cover of this RFP.

5.5 Cure Period

A three-day Cure Period will be held on Monday, Tuesday, and Wednesday August 9, 10, and 11, 2010 from 9:00 a.m. to 4:00 p.m. Proposers are responsible for attending the cure period process in person at a location to be announced. The County will not notify the Proposer in any way of the need to correct technical deficiencies. Information regarding specific proposals will not be provided by telephone, fax, or e-mail. This Cure Period allows Proposers to come in and physically inspect written documentation of the result of staff's technical review of the proposal. The staff report will identify all technical deficiencies with each application that may be cured such as providing missing forms or budget elements or properly executed forms. Proposers have until 4:30 p.m. Wednesday, August 11, 2010 to submit any and all outstanding or missing documentation information to the Office of Grants Coordination. Changes to narrative elements of the proposal will not be allowed.

5.6 Additional Information/Addenda

Requests for additional information or clarifications must be made in writing and received via fax or e-mail to the Designated Contracting Officer for this RFP no later than 5:00 p.m. on Wednesday, June 23, 2010. The written request must contain the Proposer's name, organization, address, phone number, fax number, email address, and a reference to this RFP's Title: RFP No. 0411, "FY 2011 Human and Social Services Community-Based Organization Funding."

Miami-Dade County will issue responses to inquiries and any other corrections or amendments it deems necessary in a written addenda or addendum issued prior to the Application Due Date. Proposers should not rely on any representations, statements, or explanations other than those made in this RFP or in any written addenda/um to this RFP. Where there appears to be conflict between the RFP and any addenda/um issued, the last addenda/um issued shall prevail. It is the Proposer's responsibility to ensure receipt of all addenda/um. The Proposer should verify with the designated Contracting Officer prior to submitting an application that all addenda/um have been received. Any and all addenda/um will be sent via e-mail to all registered participants in this RFP process and will be made available on the Office of Grants Coordination website at: http://www.miamidade.gov/Grants/RFP/rfp_0411.asp. Proposers are required to acknowledge the number of addenda/um received as part of their application. (See the Acknowledgement of Receipt of Addenda/um Form included in Section 8.0 of this RFP.)

Proposers who obtain copies of this RFP and who do not register by signing a pick-up log with their contact information, or who obtain copies from sources other than those listed in this section of the RFP risk the potential of not receiving a complete document and/or any addenda/um, as their names will not be included on the list of registered agencies participating in the process for this particular RFP. Any such Proposers are solely responsible for those risks.

5.7 Proposal Deadline

Proposers must submit a signed original, clearly labeled as such, with the RFP title, "RFP No. 0411, Human and Social Services Community-Based Organization Funding," plus ten (10) copies of their application in a sealed envelope or container addressed to Daniel T. Wall, Director, Miami-Dade County, Office of Grants Coordination (OGC) to:

**Miami-Dade County Clerk of the Board
Stephen P. Clark Center
111 NW 1st Street, Suite 17-202
Miami, FL 33128**

Applications are due to the Clerk's Office on or before 2:00 p.m. on Friday, July 22, 2010

Applications may be mailed, sent by courier, express-mailed, or hand-delivered to Clerk's Office. Applications cannot be faxed or e-mailed. Proposers are solely responsible for completing the RFP application, following all instructions (required forms, attachments, etc.), and submitting the materials on time, on or before the submission deadline to the Clerk's Office. The Clerk's Office is open only between the hours of 8:30 a.m. and 4:30 p.m., Mondays through Fridays, excluding County observed holidays.

Only the original proposal needs to include all required attachments.

The circumstances surrounding all proposals received and time stamped by the Clerk of the Board after the proposal submittal deadline will be evaluated by the issuing department in consultation with the County Attorney's office to determine whether the proposal will be accepted as timely.

5.8 Packaging/Labeling FY 2011 Human and Social Services CBO RFP No.0411

The information identified in Appendix D entitled Label must be affixed to the outside of the **sealed** envelope or container.

5.9 Minimum Requirements for FY 2011 Human and Social Services CBO RFP No. 0411

All applications will be screened by Miami-Dade County's Office of Grants Coordination, to ensure compliance with the following **minimum requirements** for the Human and Social Services Community-Based Organization Funding Request for Proposal No. 0411:

1. Timely and complete submission of the application package (See Section 8.0,
 - a. Application Checklist for Fully Completed Application and Prescribed Order)
2. Must provide an IRS letter of determination documenting 501(c)(3) status
3. Must provide services in Miami-Dade County
4. Submission of one signed original plus ten (10) copies of the application package

Without exception, any application that does not meet these minimum criteria will not be considered or reviewed by the Office of Grants Coordination or recommended for funding under the FY 2011 Human and Social Services Community-Based Organization Funding Request for Proposal No. 0411.

Miami-Dade County is not responsible for making copies or otherwise fulfilling the application requirements for Proposers who do not submit the required documentation and number of copies. It is the Proposers' responsibility to ensure that their application is timely and complete when submitted

and that it contains the necessary components, documentation, and attachments as required by Miami-Dade County.

5.10 Pre-Selection Site Visits

Miami-Dade County reserves the right, at its sole discretion, to conduct a pre-selection site visit to review the administrative, programmatic, and fiscal operations of any organization that is being considered for funding under this RFP.

5.11 Pre-Selection Presentations

Miami-Dade County reserves the right, at its sole discretion, to require finalists for this RFP to make a face-to-face presentation to the Evaluation/Selection Committee as the final step in the selection process.

5.12 Late Applications and Modifications

The circumstances surrounding all proposals received and time stamped by the Clerk of the Board after the proposal submittal deadline will be evaluated by the issuing department in consultation with the County Attorney's office to determine whether the proposal will be accepted as timely. Modifications and/or additions received after the application due date will not be considered late except for those modifications and/or additions allowed during the cure period to address technical deficiencies identified by staff.

5.13 RFP Postponement or Cancellation

If for any reason, funds are not allocated or available to support these projects, Miami-Dade County reserves the right to postpone or cancel this RFP at any time. Miami-Dade County may, at their sole and absolute discretion, reject any and all, or parts of any and all applications; re-advertise this RFP; postpone or cancel this RFP process; or waive any irregularities in this RFP, or in the applications received as a result of this RFP.

5.14 Costs Incurred by Proposers

Any and all expenses involved in the preparation and submission of applications under this RFP, or any work performed in connection with development and submission of the application shall be borne by the Proposer(s). No payment will be made for any responses received by Miami-Dade County or for any other effort required of, or made by the Proposers prior to commencement of work, as defined by a contract to be entered into between Miami-Dade County and the entity approved for funding under this RFP.

5.15 Changes/Updates of Proposer's Location or Contact Information

It is the responsibility of the Proposer to update its application concerning any changes in its contact information (i.e., telephone number, address, e-mail address).

5.16 Withdrawal of Applications

Applications shall be irrevocable until contracts are awarded unless the application is withdrawn. An application may be withdrawn, in writing only, addressed to Miami-Dade County's designated Contracting Officer for this RFP as listed in Section 5.2, above.

5.17 Ex-Parte Communication

Ex-parte communication regarding this RFP is prohibited between any Proposer and any Miami-Dade County Commission Member, or staff member, or any person serving as a reviewer during this

competitive application process. Proposers directly contacting Commission members, staff, or reviewers risk elimination of their proposals from consideration.

5.18 Proprietary/Confidential Information

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection after opening of proposals, in compliance with Chapter 119, Florida Statutes, popularly known as "Public Records Law." Also, all meetings held in conjunction with this RFP process shall be held in compliance with Chapter 286 Florida Statutes, popularly known as the "Sunshine Law."

5.19 Miami-Dade County Affidavits and Contract Requirements

For purposes of Miami-Dade County's competitive bidding processes, completion of Miami-Dade County Affidavits is a condition of bidding and Forms A1 – A6 in Appendix E must be completed, notarized, and submitted with the ORIGINAL proposal.

5.20 Affirmative Action/Non-Discrimination in Employment, Promotion and Procurement Practices (Ordinance 98-30)

In accordance with County Ordinance No 98-30, entities with annual gross revenues in excess of \$5,000,000.00 seeking to contract with the County shall, as a condition of receiving a County contract, have: i) a written affirmative action plan which sets forth the procedures the entity utilizes to assure that it does not discriminate in its employment and promotion practices; and, ii) a written procurement policy which sets forth the procedures the entity utilizes to assure that it does not discriminate against minority and women-owned businesses in its own procurement of goods, supplies and services. Such affirmative action plans and procurement policies shall provide for periodic review to determine their effectiveness in assuring the entity does not discriminate in its employment, promotion and procurement practices. The foregoing notwithstanding, firms whose Boards of Directors are representative of the population make-up of the nation are exempt from this requirement and must submit, in writing, a detailed listing of their Boards of Directors, showing the race or ethnicity of each board member, to the County's Department of Business Development. Firms claiming exemption must submit, as part of their proposal/bids to be filed with the Clerk of the Board, an appropriately completed and signed Affirmative Action Plan Exemption Affidavit in accordance with Ordinance 98-30. These submittals shall be subject to periodic reviews to assure that the entities do not discriminate in their employment and procurement practices against minorities and women-owned businesses. It will be the responsibility of each firm to provide verification of their gross annual revenues to determine the requirement for compliance with the Ordinance. Those firms that do not exceed \$5 million annual gross revenues must clearly state so in their bid/proposal.

5.21 Rights of Protest

A. A recommendation for contract award or rejection of all proposals may be protested by a Proposer in accordance with the procedures contained in Sections 2-8.3 and 2-8.4 of the County Code, as amended, and as established in Implementing Order No. 3-21.

B. A written intent to protest shall be filed with the Clerk of the Board and mailed to all participants in the competitive process and to the County Attorney within three (3) County workdays of the filing of the County Manager's recommendation. This three-day period begins on the County workday after the filing of the County Manager's recommendation. Such written intent to protest shall state the particular grounds on which it is based and shall be accompanied by a filing fee as detailed in Paragraph C below.

C. The written intent to protest shall be accompanied by a non-refundable filing fee, payable to the Clerk of the Board, in accordance with the schedule provided below:

Award Amount	Filing Fee
\$25,000-\$100,000	\$500
\$100,001-\$500,000	\$1,000
\$500,001-\$5 million	\$3,000
Over \$5 million	\$5,000

D. For award recommendations greater than \$250,000 the following shall apply: The County's recommendation to award or reject will be immediately communicated (via mail, faxed or emailed) to all participants in the competitive process and filed with the Clerk of the Board.

E. Any question, issue, objection or disagreement concerning, generated by, or arising from the published requirements, terms, conditions or processes contained or described in the solicitation document shall be deemed waived by the protester and shall be rejected as a basis of protest unless it was brought by that Proposer to the attention, in writing, of the procurement agent, buyer, contracting officer or other contact person in the County department that issues the solicitation document, at least two working days (not less than 48 hours) prior to the hour of the due date for proposal submission.

5.22 Exception to the Solicitation

Proposers may take exceptions to any of the terms of this Solicitation unless the Solicitation specifically states where exceptions may not be taken. Exceptions will only be considered from the selected proposer(s) who have responded to the solicitation as specified. All exceptions taken must be specific, and the Proposer must indicate clearly what alternative is being offered to allow the County a meaningful opportunity to evaluate and rank proposals, and the cost implications of the exception (if any).

Where exceptions are taken, the County shall determine the acceptability of the proposed exceptions. The County, after completing evaluations, may accept or reject the exceptions. Where exceptions are rejected, the County may insist that the Proposer furnish the services or goods described herein or negotiate an acceptable alternative.

All exceptions shall be referenced by utilizing the corresponding Section, paragraph and page number in this Solicitation. However, the County is under no obligation to accept any exceptions. If no exception is stated, the County will assume that the Proposer will accept all terms and conditions.

6.0 Evaluation and Selection Process of Applications

Following the opening of the first sealed FY 2011 Human and Social Services Community-Based Organization Funding RFP No. 0411 proposal package at EXACTLY 2 p.m. on Friday, July 22, 2010, at a location to be announced, Miami-Dade County will no longer accept any additional applications for FY 2011 Human and Social Services Community-Based Organization Funding.

6.1 Preliminary Screening of all Applications

All proposals will be screened by the Office of Grants Coordination for compliance with minimum criteria as described in Section 5.9 of this RFP. Proposals that meet the minimum criteria will be considered reviewable. Proposals failing to meet the minimum criteria will be set aside and subject

to the Cure Period as outlined in Section 5.5 of this RFP. It is the responsibility of the Proposer to attend the cure process event at a location to be announced and verify if their proposal has passed preliminary screening and to correct any and/or all RFP submission requirement deficiencies. Proposers failing to do so will risk that their proposal will not be forwarded for review to the Evaluation/Selection Committees.

6.2 Past Performance (Ordinance 98-42)

A Proposer's past performance as a prime contractor or subcontractor on previous Miami-Dade County contracts shall be taken into account in evaluating the proposals received for funding under this RFP.

6.3 Individual and Committee Proposal Rating and Ranking

Reviewable proposals will be evaluated by Evaluation/Selection Committees comprised of approximately one non-voting chair representing the issuing department and five (5) voting members including three (3) appointees of Miami-Dade County and two (2) external and non-conflicted appointees. Evaluation/Selection Committee members will have the appropriate professional experience and/or knowledge to evaluate proposals. The County will strive to ensure that the Evaluation/Selection Committees are balanced with regard to ethnicity and gender, and that all reviewers are screened for any potential conflicts of interest.

Evaluation/Selection Committee members will evaluate and rank proposals on the criteria listed below. The criteria are itemized with their respective weights for a maximum total of 105 points. A Proposer may receive the maximum points or a portion of this score depending on the merit of its proposal, as judged by Evaluation/Selection Committees in accordance with the criteria listed below.

Section	Maximum Points
1. Statement of Need	20
2. Past Performance	5
3. Organizational Capacity and Staffing Plan	20
4. Program Plan	35
5. Collaborations, Partnerships, and Coordination of Services	10
6. Budget and Budget Narrative	10
7. Ability of Proposer to Provide Services to Residents from NRSA, TUA, Enterprise Zone, Magic City Zone, or Other Statutorily-Defined Human and Social Service High-Risk/Need Areas	5
Maximum Score	105

6.4 Development of Evaluation/Selection Committee Recommendations

Evaluation/Selection Committee process: Following the preliminary screening, the merits of the reviewable applications will be evaluated by an Evaluation/Selection Committee appointed by the County Manager. Committee members will receive training from the Office of Grants Coordination on the nature of the funding priorities, the use of the rating form, confidentiality issues, Cone of Silence regulations, rating criteria, scoring, and other pertinent areas of the evaluation process.

Each reviewer in the committee will receive a copy of the RFP, a set of RFP applications, and the corresponding rating forms at the evaluation/selection committee meeting(s). Reviewers may read and review each proposal individually or as a group, they will discuss each application as a group, and will score each proposal independently. At that time, each reviewer will disclose their individual scores for the separate sections of the proposal and the overall score. Any major discrepancies in scores among reviewers in the team will be openly discussed and an opportunity to re-assess the scores will be provided given the discussion and the reasons shared among committee members regarding the score difference.

Criteria seven (7) will award up to 5 extra points (for a total possible score of 105) and will be assigned for proposals offering services in or proposals with a clear and feasible plan to provide services to residents from human and social services high risk/high need areas such as Neighborhood Revitalization Strategy Areas (NRSA), Targeted Urban Areas (TUA), Enterprise Zone, Magic City Zone, or other statutorily-defined human and social serves high-risk/need areas.

Individual Committee members' scores will be totaled and averaged to yield the Committee's aggregate final score for each proposal. These final scores will determine the ranking and will serve as one factor to be considered in making a recommendation with respect to funding.

Additional factors that will be considered by Evaluation/Selection Committees in making funding recommendations include but are not limited to:

- The total amount of funding allocated for services under this RFP
- The amount of funding allocated for each priority service category
- Each proposal's satisfactory review by the Evaluation/Selection Committee
- The geographic distribution of services within that service category
- The size of the Proposer organization; large or small (small is defined as having an annual operating budget of \$500,000 or less)
- A minimum of 5% of the funding shall be allocated to small organizations
- Previous program performance

With the assistance of staff, the Evaluation/Selection Committees and the County reserve the right to fund a proposal from a different category of funding than that which was requested. Staff working with the Evaluation/Selection Committees may determine a reasonable administrative percentage, not to exceed 15%, for each Proposer organization and program.

Evaluation/Selection Committees will consider and discuss staff recommendations and all of the above factors when developing funding recommendations and rationale. Evaluation/Selection Committees will utilize a consensus-based process for determining final recommended funding allocations.

6.5 Proposal Evaluation Criteria

1. Statement of Need (20 points)

- Proposer identifies the compelling need, problem, or condition of the target population.
- Proposer identifies the specific neighborhood or demographic of this targeted population.
- Proposer offers the provision of services in a high need and/or underserved geographic area.
- Proposer provides an estimate of the numbers of clients to be served and describes the proposed service approach/intervention.

2. Past Performance (5 points)

Within the past three years, the agency has:

- Satisfactorily met all its outcomes and performance measures in contracts between the agency and Miami-Dade County or other funding sources.
- Proposer was required to submit a corrective action plan to the County or other funding sources. If so, was the plan(s) submitted in a timely fashion and was it approved by Miami-Dade County or other funding sources? Was the corrective action plan(s) implemented successfully?
- Was a contract prematurely terminated by Miami-Dade County or other funding sources? Did the agency take the recommended corrective action steps to solve the problem(s)?

3. Organizational Capacity and Staffing Plan (20 points)

- Proposer provides an IRS letter of determination of 501(c)(3) status in the name of the Proposer organization.
- Proposer identifies the size of the organization as large or small which is defined as an organization having an annual operating budget of \$500,000 or less.
- The organization's mission and goals are in line with addressing the statement of need.
- Proposer identifies past experience providing the proposed services or presents a clear plan for developing the capacity to provide the proposed services.
- Proposer demonstrates that sufficient administrative and management capabilities, experience, and internal support resources will be available to the program.
- Proposer demonstrates cultural and linguistic competency to serve the target population(s).
- Proposer provides evidence that a Board of Directors (BOD), Bylaws, and organizational structure are in place to ensure programmatic and administrative oversight of the organization's operations and finances (refer to attached BOD list, bylaws, etc.).
- Proposer describes the organization's capacity to develop and/or maintain appropriate mechanisms and record-keeping activities to document the delivery of proposed services, keep track of measurable outcomes, and prepare program and fiscal reports.
- Proposer describes staffs' experience, ability, and education to carry out proposed services.
- Proposer demonstrates that personnel and/or subcontractors are culturally competent to deal with a diverse client population in terms of language, ethnicity, age, gender, sexual orientation, etc.

4. Proposed Program Plan (35 points)

- Proposer demonstrates knowledge of the community to be served, provides evidence that the target population reflects the need for services being proposed and this population is currently underserved in the priority service area proposed.
- Proposer describes an effective strategy for meeting each of the Goals and Objectives described in the Scope of Services Program Plan under which funding is sought.
- Project narrative includes a clear and detailed discussion of expected outputs, measurable outcomes, and performance indicators.
- Proposer has demonstrated experience in providing programming consistent with the proposed Priority Area as delineated in the relevant Scope of Services Program Plan description.

- Proposer identifies the activities and resources necessary to assure that the target population participate in program activities to the fullest extent possible.
- Proposer provides assurance that the project manager and key staff will devote sufficient time and have the relevant education and/or practical experience.
- Proposer describes the organization's system for safeguarding the confidentiality of clients and client records.
- Proposer describes the process(es) to be used to evaluate and monitor the quality of the services provided.
- Proposer provides a schedule of hours of operation and location of service sites.
- Proposer identifies when and whose responsibility it is to collect and report programmatic and fiscal data.
- Proposer explains how the agency will be able to expend all funding within the twelve (12) month contract period.

5. Collaborations, Partnerships, Coordination of Services, Leveraging, and Civic Engagement (10 points)

- Proposer describes existing collaborations or efforts to develop collaborations to coordinate provision of services to the target population(s) with other community partners.
- Proposer describes how the organization will coordinate services with other entities providing similar services to similar populations.
- Proposer provides a description of the organization's ability to leverage and maximize other funding streams.
- Proposer provides a description of the organization's civic engagement activities.

6. Budget and Budget Narrative and Justification (10 points)

- Budget is reasonable, allowable, and cost effective in relation to the activities to be undertaken.
- Proposer accurately and thoroughly completes all required budget forms and provides required information in all fields included in these forms.
- Narrative Budget Justification fully documents how each line item cost was derived and how it correlates to the proposed services and numbers of clients to be served.

7. Extra Points (5 points)

- Proposer offers services in or presents a clear and feasible plan to provide services to residents from human and social services high risk/high need areas such as Neighborhood Revitalization Strategy Areas (NRSA), Targeted Urban Areas (TUA), Enterprise Zone, Magic City Zone, or other statutorily-defined human and social service high risk/high need areas.
- Proposer describes anticipated challenges in service provision and how the organization proposes to overcome these challenges.

Overall Ranking

Following the evaluation, discussion, ranking of the proposals, consideration of additional factors related to funding, the Evaluation/Selection Committee will recommend to the County Manager that a contract be negotiated with the recommended Proposers for each Priority Area, with the mandate that 5% of total funds must be allocated to small CBOs (as described in Section 2.0).

Evaluation/Selection Committee recommendations for Youth Crime Task Force and Dade-Miami Criminal Justice Council Funding will first be reviewed by these respective County advisory boards. The bodies will make their own funding recommendations based on the recommendations of the Evaluation/Selection Committee and staff. Both sets of recommendations will be forwarded to the County Manager for his consideration.

In all cases, the County Manager will forward his recommendations to the Board of County Commissioners. Upon formal contract award by the Board of County Commissioners and approval by the Miami-Dade County Mayor, a contract will be negotiated with a Contract Start Period of April 1, 2011 through March 31, 2012, with two one-year options to renew based on funding availability and provider performance.

6.6 Oral Presentations

Upon completion of the technical criteria evaluation indicated above, rating and ranking, the Evaluation/Selection Committee may choose to conduct an oral presentation with the Proposer(s) which the Evaluation/Selection Committee deems to warrant further consideration based on, among other considerations, scores in clusters and/or maintaining competition. (See **Form A-2** regarding registering speakers in the proposal for oral presentations.) Upon completion of the oral presentation(s), the Evaluation/Selection Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation.

6.7 Local Preference

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses (see **Form A-4**). If, following the completion of final rankings by the Evaluation/Selection Committee, a non-local Proposer is the highest ranked responsive and responsible Proposer, and the ranking of a responsive and responsible local Proposer is within 5% of the ranking obtained by said non-local Proposer, then the Evaluation/Selection Committee will recommend that a contract be negotiated with said local Proposer.

6.8 Negotiations

The County may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposer's best terms from a monetary and technical standpoint.

The Evaluation/Selection Committee will evaluate, score and rank proposals, and submit the results of their evaluation to the County Manager with their recommendation. The County Manager or designee will determine with which Proposer(s) the County shall negotiate, if any, taking into consideration the Local Preference Section above. In his/her sole discretion, the County Manager or designee may direct negotiations with the highest ranked Proposer, negotiations with multiple Proposers, or may request best and final offers.

Notwithstanding the foregoing, if the County and said Proposer(s) cannot reach agreement on a contract, the County reserves the right to terminate negotiations and may, at the County Manager's or designee's discretion, begin negotiations with the next highest ranked Proposer(s). This process may continue until a contract acceptable to the County has been executed or all proposals are rejected. No Proposer shall have any rights against the County arising from such negotiations or termination thereof.

Any Proposer recommended for contract negotiations shall:

- a) Complete a Collusion Affidavit, in accordance with Sections 2-8-1.1 and 10-33.1 of the Miami-Dade County Code as amended by Ordinance 08-113. (If a Proposer fails to submit the required Collusion Affidavit, said Proposer shall be ineligible for award.)

Any Proposer recommended for negotiations may be required to provide to the County:

- a) Its most recent certified business financial statements as of a date not earlier than the end of the Proposer's preceding official tax accounting period, together with a statement in writing, signed by a duly authorized representative, stating that the present financial condition is materially the same as that shown on the balance sheet and income statement submitted, or with an explanation for a material change in the financial condition. A copy of the most recent business income tax return will be accepted if certified financial statements are unavailable.
- b) Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its employees or subcontractors is or has been involved within the last three years.

6.9 Contract Award

Any contract, resulting from this Solicitation, will be submitted to the County Manager or designee for approval. All Proposers will be notified in writing when the County Manager or designee makes an award recommendation. The Contract award, if any, shall be made to the Proposer whose proposal shall be deemed by the County to be in the best interest of the County. Notwithstanding the rights of protest described in Section 5.21, the County's decision of whether to make the award and to which Proposer shall be final.

6.10 Selection and Notification of Funded Proposals

The Evaluation/Selection Committee's final scores, rankings, and recommendations will be submitted to the County Manager of Miami-Dade County who will make the final funding decisions. These funding decisions will be forwarded to the Board of County Commissioner's Housing and Community Development Committee, as well as to the full BCC, and the Mayor.

All Proposers will be notified of the final award recommendations. It is anticipated that contract negotiations with Miami-Dade County will begin on or about January 4, 2011.

6.11 Miami-Dade County Conditions of Contract Award

All organizations awarded funding under the FY 2011 Human and Social Services Community-Based Organization Funding RFP No. 0411 will be entering into a contract with Miami-Dade County. This next section of the RFP (7.0) includes a detailed description of the Vendor Registration Package requirements for Miami-Dade County, including a list of the required Vendor Affidavit Forms, which are included for informational purposes only, in Appendix F).

Please note that it is not necessary to submit the Vendor Registration Package (Application) or complete the Vendor Affidavit Forms prior to being granted an award and entering into contract negotiations with the County.

7.0 General Conditions

7.1 Contract Award(s)

The award recommendation(s), if any, shall be made to the Proposer(s) whose application(s) shall be deemed to be in the best interest of Miami-Dade County. The County's decision of whether to make the award(s) and which application is in the best interest of the County shall be final. The final dollar amount of any award made resultant to this RFP will be determined by Miami-Dade County.

7.2 Contract Term and Renewals

The contract period for the FY 2011 Human and Social Services Community-Based Organization Funding RFP No. 0411 will be for a twelve (12) month period with an anticipated commencement date of April 1, 2011 and up to two one-year options to renew based on contract performance.

7.3 Indemnification

The successful Proposer(s) shall be required to indemnify and save the County harmless from any and all claims, liability, losses, and causes of action, which may arise out of the fulfillment of the ensuing contract. The successful Proposer(s) shall pay all claims and losses of any nature whatever in connection therewith, and shall defend all suits, in the name of the County when applicable, and shall pay all costs of judgments which may issue therefrom, except for those caused by the sole negligence of County employees or officers.

7.4 Insurance

The successful Proposer(s) shall furnish to Miami-Dade County, c/o Risk Management Division, 111 N.W. First Street, Suite 2340, Miami, Florida 33128-1989, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

1. Minimum Insurance Requirements: Certificates of Insurance. The Provider shall submit to Miami-Dade County, c/o Office of Grants Coordination (OGC), 111 N.W. 1st Street, 19th Floor, Miami, Florida 33128-1994, original Certificate(s) of Insurance indicating that insurance coverage has been obtained which meets the requirements as outlined below:

A. All insurance certificates must list the County as "Certificate Holder" in the following manner:

Miami-Dade County
111 N.W. 1st Street, Suite 2340
Miami, Florida 33128

B. Worker's Compensation Insurance for all employees of the Provider as required by Florida Statutes, Chapter 440.

C. Commercial General Liability Insurance in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. **Miami-Dade County must be shown as an additional insured with respect to this coverage.**

D. Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the Work provided under this Contract, in an amount not less than

\$300,000* combined single limit per occurrence for bodily injury and property damage.

*NOTE: For Providers supplying vans or mini-buses with seating capacities of fifteen (15) passengers or more, the limit of liability required for Auto Liability is \$500,000.

- E. Professional Liability Insurance in the name of the Provider, when applicable, in an amount not less than \$250,000.
- F. All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:
 - 1. The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, according to the latest edition of Best's Insurance Guide published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County's Risk Management Division.

OR

- 2. The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida," issued by the State of Florida Department of Insurance, and must be a member of the Florida Guaranty Fund.
- G. Certificates will indicate that no modification or change in insurance shall be made without thirty (30) days advance written notice to the Certificate Holder.
- H. Compliance with the foregoing requirements shall not relieve the Provider of its liability and obligations under this Section or under any other section of this Contract.
- I. The County reserves the right to inspect the Provider's original insurance policies at any time during the term of this Contract.
- J. Applicability of this Article: Providers whose combined total award for all services funded under this Contract exceed a \$25,000 threshold. In the event that the Provider whose original total combined award in less than \$25,000, but receives additional funding during the contract period which makes the total combined award exceed \$25,000, then the requirements in this Article shall apply.

7.5 Miami-Dade County Vendor Registration Package

To be recommended for award the County will require that large organizations complete a Miami-Dade County Business Entity Registration Application with all required disclosure affidavits. Small organizations which are defined as having an annual operating budget of \$500,000 or less may not be required to complete the Miami-Dade County Business Entity Registration Application that must be returned to the Department of Procurement Management (DPM), Purchasing Division within fourteen (14) days of notification of the intent to recommend for award. In the event the Miami-Dade County Business Entity Registration Application is not properly completed and returned within the specified time, the County may award to the next ranked proposer. A copy of the new Vendor Registration Package is included as Appendix F to this RFP.

Proposers may contact the Miami-Dade County Department of Procurement Management at (305) 375-5773 for guidance in completing the Vendor Registration Package and the Vendor Registration's Affidavit Forms. To request a copy of any ordinance, resolution and/or administrative order cited in this RFP, the Proposer may contact the Clerk of the Board at (305) 375-5126.

Please note that it is not necessary to submit a vendor application or complete the vendor affidavits prior to submitting the application for the FY 2011 Human and Social Services Community-Based Organization Funding RFP No. 0411. These documents will only be necessary if your agency is awarded funding under this competitive solicitation process.

7.6 Conflict of Interest

A. The Provider agrees to abide by and be governed by Miami-Dade County Ordinance No. 72-82 (Conflict of Interest Ordinance codified at Section 2-11.1 et al. of the Code of Miami-Dade County), as amended, which is incorporated herein by reference as if fully set forth herein, in connection with its contract obligations hereunder.

B. No person under the employ of the COUNTY, who exercises any function or responsibilities in connection with this Agreement, has at the time this Agreement is entered into, or shall have during the term of this Agreement, any personal financial interest, direct or indirect, in this Agreement.

C. Nepotism. Notwithstanding the aforementioned provision, no relative of any officer, board of director, manager, or supervisor employed by the Provider shall be employed by the SERVICE PROVIDER unless the employment preceded the execution of this Agreement by one (1) year. No family member of any employee may be employed by the Provider if the family member is to be employed in a direct supervisory or administrative relationship either supervisory or subordinate to the employee. The assignment of family members in the same organizational unit shall be discouraged. A conflict of interest in employment arises whenever an individual would otherwise have the responsibility to make, or participate actively in making decisions or recommendations relating to the employment status of another individual if the two individuals (herein sometimes called "related individuals") have one of the following relationships:

1. By blood or adoption: Parent, child, sibling, first cousin, uncle, aunt, nephew, or niece;
2. By marriage: Current or former spouse, brother- or sister-in-law, father- or mother-in-law, son- or daughter-in-law, step-parent, or step-child; or
3. Other relationship: A current or former relationship, occurring outside the work setting that would make it difficult for the individual with the responsibility to make a decision or recommendation to be objective, or that would create the appearance that such individual could not be objective. Examples include, but are not limited to, personal relationships and significant business relationships.

For purposes of this section, decisions or recommendations related to employment status include decisions related to hiring, salary, working conditions, working responsibilities, evaluation, promotion, and termination.

An individual, however, is not deemed to make or actively participate in making decisions or recommendations if that individual's participation is limited to routine approvals and the individual plays no role involving the exercise of any discretion in the decision-making processes. If any question arises whether an individual's participation is greater than is permitted by this paragraph, the matter shall be immediately referred to the Miami-Dade County Commission on Ethics and Public Trust.

This section applies to both full-time and part-time employees and voting members of the Provider's Board of Directors.

D. No person, including but not limited to any officer, board of directors, manager, or supervisor employed by the Provider, who is in the position of authority, and who exercises any function or responsibilities in connection with this Agreement, has at the time this Agreement is entered into, or shall have during the term of this Agreement, received any of the services, or direct or instruct any employee under their supervision to provide such services as described in the Agreement. Notwithstanding the before mentioned provision, any officer, board of directors, manager or supervisor employed by the Provider, who is eligible to receive any of the services described herein may utilize such services if he or she can demonstrate that he or she does not have direct supervisory responsibility over the Provider's employee(s) or service program.

7.7 Civil Rights

The Provider agrees to abide by Chapter 11A of the Code of Miami-Dade County ("County Code"), as amended, which prohibits discrimination in employment, housing and public accommodations on the basis of race, color, religion, ancestry, national origin, sex, familial status, marital status, sexual orientation, pregnancy, age or disability; Title VII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in employment and public accommodation; the Age Discrimination Act of 1975, 42 U.S.C. §6101, as amended, which prohibits discrimination in employment because of age; the Rehabilitation Act of 1973, 29 U.S.C. §794, as amended, which prohibits discrimination on the basis of disability; the Americans with Disabilities Act, 42 U.S.C. §12101 et seq., which prohibits discrimination in employment and public accommodations because of disability; the Federal Transit Act, 49 U.S.C. §1612, as amended; and the Fair Housing Act, 42 U.S.C. §3601 et seq. It is expressly understood that the Provider must submit an affidavit attesting that it is not in violation of the Acts. If the Provider or any owner, subsidiary, or other firm affiliated with or related to the Provider is found by the responsible enforcement agency, the Courts or the County to be in violation of these acts, the County will conduct no further business with the Provider.

Any contract entered into based upon a false affidavit shall be voidable by the County. If the Provider violates any of the Acts during the term of any contract the Provider has with the County, such contract shall be voidable by the County, even if the Provider was not in violation at the time it submitted its affidavit.

The Provider agrees that it is in compliance with the Domestic Violence Leave, codified as § 11A-60 et. seq. of the Miami-Dade County Code, which requires an employer, who in the regular course of business has fifty (50) or more employees working in Miami-Dade County for each working day during each of twenty (20) or more calendar work weeks to provide domestic violence leave to its employees.

Failure to comply with this local law may be grounds for voiding or terminating this Agreement or for commencement of debarment proceedings against Provider.

7.8 Health Insurance Portability and Accountability Act

Any person or entity that performs or assists Miami-Dade County with a function or activity involving the use or disclosure of "individually identifiable health information (IIHI)" and/or "Protected Health Information (PHI)" shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Miami-Dade County Privacy Standards Administrative Order. HIPAA mandates for privacy, security and electronic transfer standards, include but are not limited to:

1. Use of information only for performing services required by the contract or as required by law;
2. Use of appropriate safeguards to prevent non-permitted disclosures;
3. Reporting to Miami-Dade County of any non-permitted use or disclosure;
4. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Provider and reasonable assurances that IIHI/PHI will be held confidential;
5. Making Protected Health Information (PHI) available to the customer;
6. Making PHI available to the client for review and amendment; and incorporating any amendments requested by the client;
7. Making PHI available to Miami-Dade County for an accounting of disclosures; and
8. Making internal practices, books, and records related to PHI available to Miami-Dade County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records and/or electronic transfer of data). The Provider must give its clients written notice of its privacy information practices, including specifically, a description of the types of uses and disclosures that would be made with protected health information. Provider must post, and distribute upon request to service recipients, a copy of the County's Notice of Privacy Practices.

7.9 Audit and Inspection of Records

The successful Proposer agrees that Miami-Dade County, or its duly authorized representatives, shall, for the purposes of audit and examination, be permitted to inspect all work materials, payrolls, and other data and records with regard to this contract, and to audit the books, records and accounts with regard to this contract. Further, Contractor agrees to maintain these records for at least five (5) years after Miami-Dade County makes final payment.

7.10 Assignment

The successful Proposer shall not enter into any subcontracts, retain consultants, or assign, transfer, convey, sublet, or otherwise dispose of the ensuing contract, or any or all of its rights, title or interest herein, or its power to execute such contract to any person, company, or corporation without the prior written consent of Miami-Dade County. Consent of Miami-Dade County does not confer upon the subcontractor any direct right of action against Miami-Dade County, or action against Miami-Dade County through the successful Proposer, or involve Miami-Dade County in any expense.

7.11 Termination for Convenience

Miami-Dade County may at any time, at its sole discretion, without cause, terminate this contract for its convenience by written notice to the Contractor. Miami-Dade County will calculate the outstanding payments due the Contractor, irrespective of the manner in which payments are to be made under this contract. If, after such calculations have been performed, the sum owed the Contractor is less than amounts paid under this contract, Miami-Dade County will notify the Contractor of the amount owed to the County, which must immediately be remitted to the County.

7.12 Termination for Cause, Debarment

The successful Proposer will be in default under the contract if it commits a breach of the contract deemed material by the County. Where such a default occurs, the County may terminate the contract and suspend the successful Proposers for a period of one year. Failure to meet the terms and conditions of any obligation or repayment schedule to Miami-Dade County or any of its agencies or instrumentalities shall constitute a default of the contract herein entered and may be cause for suspension, termination and debarment.

7.13 Personnel

In submitting their application, Proposers are representing that the personnel in their applications shall be available to perform the services described, barring illness, accident, or other unforeseeable events of a similar nature, in which case the Proposers must be able to provide a qualified replacement. Furthermore, if the successful Proposer is a non-County organization, all personnel shall be considered to be, at all times, the sole employees of the Proposers under its sole direction, and not employees or agents of the County.

7.14 Terms of Payment/Reimbursement

Miami-Dade County agrees to pay or reimburse the Provider for services rendered under this Agreement based on approved advance payment request forms and on a County approved line item budget. The Provider agrees to submit payment requests to Miami-Dade County accompanied by such documentation as requested by Miami-Dade County. It is anticipated that providers will be reimbursed within a four-week period; however, it is the responsibility of the provider to maintain sufficient cash flow pending receipt of reimbursement.

7.15 Contracting Process

The successful Proposer will be required to submit all documents necessary for contract development (i.e. revised budget, scope of service, vendor application, affidavits, resolution from organization's Board of Directors, and Certificate of Insurance) at the time contract is submitted for execution. If insurance is a line item in the budget, a certificate must be submitted within thirty (30) days.

7.16 Negotiations

Miami-Dade County may award a contract on the basis of initial applications received, without discussions. Therefore, each initial offer should contain the Proposer's best terms from a monetary and technical standpoint. Miami-Dade County reserves the right to enter into contract negotiations with the selected Proposer. If Miami-Dade County and the selected Proposer cannot negotiate a successful contract, the County may terminate said negotiations and begin negotiations with another selected Proposer. This process will continue until a contract acceptable to the County has been executed or all applications are rejected. No Proposer shall have any rights against the County arising from such negotiations or termination thereof.

7.17 Rules, Regulations, and Licensing Requirements

The Proposer shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, especially those applicable to conflict of interest and collusion. Proposers are presumed to be familiar with all federal, state and local laws, ordinances, codes, rules and regulations that may in any way affect the goods or services offered, especially Executive Order No. 11246 entitled "Equal Opportunity" and as amended by Executive order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60), the Americans with Disabilities Act of 1990 and implementing regulations, the Rehabilitation Act of 1973, as amended, Chapter 553 of Florida Statutes and any and all other local, State and Federal directives, ordinances, rules, orders, and laws relating to people with disabilities.

No individual or entity who is in arrears in any payment under a contract, promissory note or other loan document with the county, or any of its agencies or instrumentalities, including the Public Health Trust, either directly or indirectly through a corporation, partnership or joint venture in which the

individual has a controlling financial interest as defined in 2-11.1(b) (8) of the Miami-Dade County Code shall be allowed to receive any additional county contracts, purchase orders or extensions of county contracts until either the arrearage has been paid in full, or the County has agreed in writing to a repayment schedule.

7.18 Meeting Obligations through Fraud (Section 2-8.4.1 of County Code)

If, for any reason, the Proposer should attempt to meet its obligations under the awarded agreement through fraud, misrepresentation or material misstatement, the County shall, whenever practicable, terminate the agreement by giving written notice to the provider of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. The County may terminate or cancel any other contracts which such individual or entity has with the County. Any individual or entity who attempts to meet its contractual obligations with the county through fraud, misrepresentation or material misstatement may be debarred from County contracting for up to five (5) years.

7.19 Inspector General Reviews

A. INDEPENDENT PRIVATE SECTOR INSPECTOR GENERAL REVIEW

Pursuant to Miami-Dade County Administrative Order 3-20 and in connection with any award issued as a result of this Solicitation, the County has the right to retain the services of an Independent Private Sector Inspector General ("IPSIG"), whenever the County deems it appropriate to do so. Upon written notice from the County, the selected Proposer shall make available, to the IPSIG retained by the County, all requested records and documentation pertaining to this Solicitation or any subsequent award, for inspection and copying. The County will be responsible for the payment of these IPSIG services, and under no circumstance shall the Proposer's cost/price for this Solicitation be inclusive of any charges relating to these IPSIG services. The terms of this provision herein, apply to the Proposer, its officers, agents, employees and assignees. Nothing contained in this provision shall impair any independent right of the County to conduct, audit or investigate the operations, activities and performance of the selected Proposer in connection with this Solicitation or any contract issued as a result of this Solicitation. The terms of this provision are neither intended nor shall they be construed to impose any liability on the County by the selected Proposer or third party.

B. MIAMI-DADE COUNTY INSPECTOR GENERAL REVIEW

According to Section 2-1076 of the Code of Miami-Dade County, as amended by Ordinance No. 99-63, Miami-Dade County has established the Office of Inspector General which is empowered to perform random audits on all County contracts throughout the duration of each contract. Grant recipients are exempt from paying the cost of the audit, which is normally one-quarter of one percent (.25%) of the total contract amount.

The Miami-Dade Inspector General is authorized and empowered to review past, present and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. In addition, the Inspector General has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. Monitoring of any existing project or program may include a report concerning whether the project is on time, within budget, and in conformance with plans, specifications and applicable law. The Inspector General is empowered to analyze the necessity for and the reasonableness of proposed change orders to the Contract. The Inspector General is empowered to retain the services of independent private sector Inspector Generals' to audit, investigate, oversee, inspect and review operations, activities, performance and procurement process, including but not limited to project design, bid specifications, proposal submittals, activities of the Proposers, its officers, agents and employees,

lobbyists, county staff, elected officials to ensure compliance with contract specifications and to detect fraud and corruption.

7.20 Subcontractors

If this agreement involves the expenditure of \$100,000 or more by the County and the Proposer intends to use subcontractors to provide the services or suppliers to supply the materials, the Proposer shall provide the names of the subcontractors and suppliers as a condition of award. Proposer agrees that it will not change or substitute subcontractors or suppliers from those listed without prior written approval of the County.

8.0 Application Checklist for Fully Completed Application and Prescribed Order

1) Required Human and Social Services RFP CBO Funding No. 0411

- Cover Sheet (Appendix A, page 1)
- Human and Social Services RFP Certification Form (Appendix A, page 2)

2) Required Attachments (Only one copy of required attachments must be submitted as part of the original proposal)

- IRS Letter of Determination/Proof of 501(c)(3) not-for-profit status
- Current copy of organization's Certificate of Status from the Division of Corporations, Florida Department of State: www.SunBiz.org
- Current Articles of Incorporation
- Current By-laws
- Most recent audit/financial statement and management letter, if available
(If not available, at a minimum, submission of organization's IRS Form 990)
- Current Board of Directors List (Appendix G)

3) Proposal Narrative (Appendix B)

4) Budget Forms and Budget Instructions (Appendix C)

5) Label – (Taped on outside of application package) (Appendix D)

6) Affidavits and Requirements (Appendix E)

7) Vendor Registration Package (Appendix F)

The Vendor Registration Package is provided for the information of prospective Proposers only and does not have to be completed and submitted as part of the proposal.

8) Miami - Dade County Collusion Affidavit (Appendix H)

Please submit a complete and signed original marked as such plus ten (10) copies of your completed application to the Office of the Clerk, Stephen P. Clark Center, 111 NW 1st Street, 17th Floor, Miami, FL 33128 before 2:00 pm on Friday, July 22, 2010.

Please note that only the ORIGINAL, and not the ten copies, must contain ALL REQUIRED ATTACHMENTS (#2, #6, and #8 above).



Appendix A

FY 2011 Human and Social Services Community- Based Organization Funding Request for Proposals (RFP No. 0411)

Application Cover Sheet and Checklist



COVER SHEET AND CHECKLIST

(Complete one Cover Sheet for the Entire Application Proposal Package)

Certification of eligibility to apply to Miami-Dade County, for FY 2011-12 Human and Social Services Community-Based Funding RFP

APPLICATION FOR FY 2011-12 HUMAN AND SOCIAL SERVICES
CBO FUNDING RFP No. 0411

Name of Agency:		
Federal Tax ID Number:		
Street Address: (Street, City, State, Zip)		
Mailing Address (if different): (Street, City, State, Zip)		
Agency Phone:		
Agency Fax:		
Authorized Officer or Director:		
Email address:		
Priority Service Area		
Service Category	Program	Amount Requested

FY 2011-12 Human and Social Services Community-Based Funding RFP No. 0411

Please check the appropriate response for each to the following questions; then complete the certification at the end.

1) Is your agency located in Miami-Dade County?

YES

NO

2) Please select the one option that best describes the size of your organization. Small agencies are defined as having an annual operating budget of \$500,000 or less.

SMALL

LARGE

3) Have you included documentation of your budget organization's annual operating budget?

YES

NO

4) Does your agency comply with the requirement that recipients of financial assistance not be discriminated against for any reason, including, but not limited to race, family status, color, religion, national origin, handicap (disability) or age?

YES

NO

5) Does your agency provide services within Miami-Dade County?

YES

NO

6) Have you attached an IRS letter of determination documenting your organization's status as a 501(c)(3)?

YES

NO

I also certify that all of the information contained in this application is true and accurate. I understand that material omission or false information contained in this application constitutes grounds for disqualification of the Applicant(s) and this application. I further understand that by submitting an application I, as an authorized representative of the organization, am accepting the terms and conditions as they appear on the RFP.

Signature

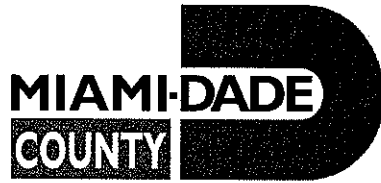
Title

Print Name

Date

Agency Name

Corporate Seal
Miami-Dade County, FL



Appendix B

FY 2011 Human and Social Service Community- Based Organization Funding RFP No. 0411

Proposal Narrative

FY 2011 Human and Social Services Community-Based Organization Funding RFP No. 0411
Proposal Narrative

1. Statement of Need
(one page maximum)

(20 points)

Briefly identify the types of condition, problem, service and/or programs needs of your proposed clients, participants, service area, and/or target group. Identify whether services will be directed to a specific neighborhood or demographic area, and/or specific population group. Provide the number of clients proposed to be served and a description of the proposed program and service approach/intervention.

2. Past Performance (one page maximum)

(5 points)

Within the past three years, please state if your agency has:

- a. satisfactorily met all its outcomes and performance measures in contracts between your agency and your funders. If your agency has not met its performance measures or outcomes, identify the contract(s), the funding source(s) and the problem(s).
- b. been required to submit a corrective action plan to a funder. If so, identify the contract(s) and the funding source(s). Was/were a plan(s) submitted in a timely fashion and was/were it/they approved by the funder? Was/were the corrective action plan(s) implemented successfully?
- c. had a contract prematurely terminated by a funder? If so, identify the contract(s) and the funding source(s). What were the reasons for termination? What steps has your agency taken to correct any problems?

PLEASE NOTE: New and/or never funded organizations will automatically be awarded the five (5) points for this section.

3. Organizational Capacity and Staffing Plan
(two page maximum)

(20 points)

a) Briefly describe your agency's mission, goals and past experience providing the proposed services to the target population and/or geographic area. b) Describe your agency's cultural and linguistic competency to serve this client group. c) Describe how your agency is organized, how supervision will be provided for this program, the experience of program staff, how the agency plans to document and report services provided and related outcomes, and who will be responsible for completion of any program and fiscal reports required by Miami-Dade County to document the expenditure of FY 2011 Human and Social Services CBO RFP funds. d) Describe your organization's system for collecting, maintaining, and reporting client and service delivery information. Include as part of your description the name(s) of the person(s) responsible for collecting the data, the type of data, how it will be collected and reported.

4. Program Plan
(four page maximum)

(35 points)

a) Describe your agency's proposed program/services and its approach for providing and evaluating the proposed services and for documenting the expenditure of FY 2011 Human and Social Services Community-Based CBO RFP funds. Include an explanation of how the target population(s) will be identified and recruited for provision of services. b) Please identify and describe specific major activities and the expected measurable outputs (i.e., number of clients served, classes offered, meals delivered, after school hours, etc.) AND measurable outcomes (i.e., changes in behavior, skills, knowledge, attitudes, values, conditions, or other attributes, etc.) for each outcome. c) Explain your organization's system for safeguarding the confidentiality of clients and client records. d) Describe the process used to monitor and evaluate the quality of service provision provided by your staff. e) Provide a schedule of hours of operation for each proposed service and a list of service sites where

services will be available. f) Lastly, explain how your agency will be able to utilize all of these funds within the twelve (12) month contract period.

5. Collaborations, Partnerships, and Coordination of Services
(one page maximum)

(10 points)

a) Describe your agency's existing collaborations, partnerships, or coordination of services with other organizations within the community, if any. Specifically explain how your agency will coordinate services with other providers in the community who are also providing services to this target population. b) Also, describe in detail, your organization's history of and ability to leverage and maximize other funding streams.

6. Miami-Dade County Required Budget Forms and a Budget Narrative

(10 points)

All Proposers for RFP No. 0411 funds must complete Miami-Dade County's line item budget form for each proposed program and provide a narrative budget justification for each program where each line item expense is explained. A categorical line item budget and narrative budget justification for each direct and indirect cost associated with the proposed service must be submitted. Please note that indirect costs are capped at fifteen (15%) percent. The narrative budget justification must specify how each line item is directly related and/or necessary for the proposed program.

The budget forms and instructions are included in Appendix C.

7. Ability to Provide Services in High-Need, High-Risk Areas
(One page maximum)

(5 points)

Describe how your organization will offer services with a clear and feasible plan to residents from: Neighborhood Revitalization Strategy Areas (NRSA); Targeted Urban Areas (TUA); Enterprise Zone; Magic City Zone; or other statutorily-defined human and social services high risk/high need areas. Describe the challenges that your organization will face in providing services in these areas and how your organization will overcome those challenges.



Appendix C

FY 2011 Human and Social Services Community-Based Organization Funding RFP No. 0411

Line Item Budget Form and Budget Narrative Justification Instructions

LINE ITEM BUDGET FORM

Program Name

Budget Period
Apr. 1, 2011 - Mar. 31, 2012

I.		II.		III.		IV.		V.		TOTAL: I. - V.		I. / TOTAL	
Object Class Categories		County		Federal		City/State		All Other		Total Cost to Agency		Percent of Total	
		This Award	All Other	Total	Total	Total	Total	Total	Total	Of Each Line Item	For the Budget Period	Charged to	This Award
DIRECT COSTS:		County Funding	County Funding	Federal Funding	City/State Funding	City/State Funding	City/State Funding	Other Funding	Other Funding				
Personnel													
1. Position													
Fringes													
2. Position													
Fringes													
3. Position													
Fringes													
4. Position													
Fringes													
5. Position													
Fringes													
6. Position													
Fringes													
7. Position													
Fringes													
Travel (describe in narrative)													
Supplies (describe in narrative)													
Equipment (describe in narrative)													
Contractual Services (describe in narrative)													
Other Direct Costs (describe in narrative)													
Other Direct Costs (describe in narrative)													
Other Direct Costs (describe in narrative)													
Other Direct Costs (describe in narrative)													
INDIRECT COSTS:													
Personnel													
1. Position													
Fringes													
2. Position													
Fringes													
Indirect Costs (describe in narrative)													
Indirect Costs (describe in narrative)													
TOTAL AWARD:													

**Instructions for Completing
Line Item Budget Form**

1. In the box titled **"Organization Name,"** please indicate the full legal name of the organization.
2. In the box titled **"Program Name,"** please indicate the descriptive program name identified in the Contract's Scope of Services (Attachment A) to which the Line Item Budget Form applies.
3. The box titled **"Budget Period"** has been pre-populated with the time period **April 1, 2011 through March 31, 2012**, the time during which the organization will spend funds to provide the service identified in the box titled "Program Name."
4. In the spaces provided under the column labeled **"Object Class Categories,"** first, list all direct service personnel and fringe benefits for each proposed position. For each direct service staff member listed, indicate their position title, first initial (at a minimum), last name, and the percent at which the fringe benefits are calculated. Next, in the following order, list a) travel for direct service personnel, b) direct service supplies, c) direct service equipment, d) contractual direct services, and e) any other direct costs (please see 'Instructions for Preparing a Budget Justification' below for more information regarding allowable direct costs). Then, list all indirect/administrative personnel and their fringe benefits. For each indirect service/administrative staff member listed, indicate their position title, first initial (at a minimum), last name, and the percent at which the fringe benefits are calculated. Finally, list all other indirect costs.
5. In **Column I. "County Funding – This Award,"** indicate the amount of direct and indirect costs, by line item, which will be funded by County Funding for this award. Please note that the total amount of indirect costs listed in 'Column I.' cannot exceed 15% of the total award. For example, if the total amount of funds being requested is \$10,000, then the total for the indirect costs may not exceed \$1,500 (15% of the \$10,000 award). **A detailed breakdown of individual indirect/administrative expenses is required.**
6. In **Column II. "County Funding – All Other,"** indicate all other County Funding that is expected to support the budgeted line items associated with this award, where appropriate. Be sure all other County funding covers the same Budget Period as indicated in Item #4 above.
7. In **Column III. "Federal Funding,"** **Column IV. "City/State Funding,"** and **Column V. "All Other Funding,"** indicate all funding, by category, which is expected to support the budgeted line items associated with this award, as appropriate. For each funding source, be sure the funding covers the same Budget Period indicated in Item #4 above.
8. In **Column "Total,"** indicate the total cost to your organization for each line item for the Budget Period indicated in Item #4 above for this program.
9. In the last column of the Line Item Budget Form, insert the percentage of each line item to be charged to this award. The percentage charged to this award equals the line item amount identified in **Column I., divided by** the total line item amount identified in **Column "Total"** for each line item (e.g., row in the worksheet).
10. Indicate the Total for this award in the space provided at the bottom of Column I. This number is the sum of all of the individual line items listed in Column I.

**NOTE: FOR A LISTING OF ALLOWABLE DIRECT COSTS BY SERVICE CATEGORY,
PLEASE SEE THE BUDGET JUSTIFICATION INSTRUCTIONS.**

**OFFICE OF GRANTS COORDINATION
INSTRUCTIONS FOR
PREPARING A NARRATIVE BUDGET JUSTIFICATION**

A budget justification (narrative) must be submitted for **each** line item of the budget. The narrative explains the association of each expenditure of the award amount by program to the service provider's total expenditures. Budget justifications must be specific, concise, and reflective of the budget period. The following guidelines must be followed when preparing a narrative budget justification:

- **IMPORTANT: Present all costs (direct and indirect) on the budget form using the standard line item categories of personnel, fringe benefits, supplies, equipment, contractual services, and other. The budget narrative must include a justification for each line item. A total dollar amount for direct or indirect charges without a detailed breakdown of individual expenses will not be accepted.**

Budget Period

- The **budget period** must be consistent with the requested budget amount(s) indicated in the organization's line item budget. All budgets must reflect a 12-month contract period (April 1, 2011 through March 31, 2012). Agencies should not budget with the expectation that other County funds will become available during the year to sustain budgeted costs through the end of the contract period. In other words, if the provider's expenses are not properly covered with revenues from all funding sources for the period of the contract, then the provider should eliminate and/or reduce expenses to ensure that the program is operating in accordance with its current funding level and not in a deficit.

Direct costs

- Direct costs are those that can be associated with the provision of services directly to the client. Direct service personnel are those who actually provide service to eligible clients. Personnel who complete paperwork for billing and record keeping purposes are not considered direct costs. Similarly, administrative or executive personnel are not considered direct costs. With sufficient documentation and County approval, some supervisory staff may be considered direct.
- Other allowable direct costs are those items or services that are utilized by direct service personnel or by the clients directly.
- **Direct Service Personnel** expenditures must be explained by including a brief description of the role of identified staff in the provision of program services and the percentage of their salary charged to the County through this award. Service providers must justify the percentage charged to the County by indicating the amount of time individual staff members contribute to the program. For hourly or per diem employees, the rate per hour and/or per day must be indicated, as well as the number of hours of work per